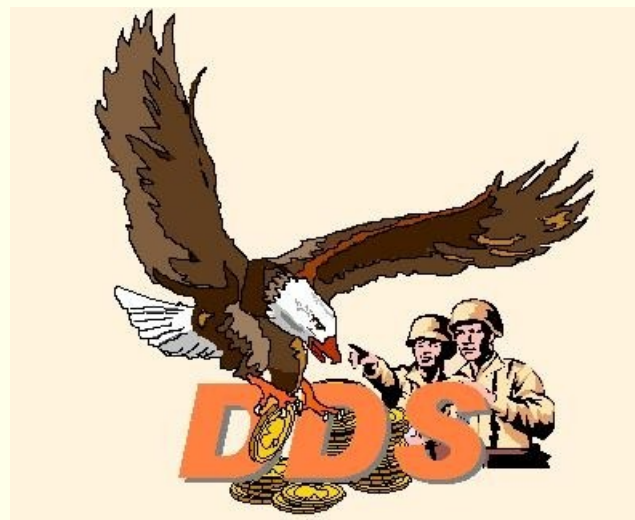




FMSU DISBURSING OPERATIONS TRAINING



**UNITED STATES ARMY FINANCIAL
MANAGEMENT COMMAND
(USAFMCOM)
OPERATIONAL SUPPORT TEAM**

Updated July 2015

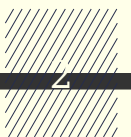




AGENDA



- **Action, Condition, Standard**
- **Regulation and Forms**
- **Disbursing Personnel**
- **Deputy Disbursing Officer Financial Systems**
- **Module 1: Introduction to Deployable Disbursing System (DDS)**
 - **What is Disbursing**
 - **DDS Log In**
 - **Set business day**
 - **Exchange rate set up**
 - **DDS function and navigation keys**
- **Module 2: Transfer of Accountability**
- **Module 3: EFT Transactions**
- **Module 4: EFT Rejects and Returns**





AGENDA



- ▶ **Module 5: Treasury Checks**
 - ▶ Check for payment
- ▶ **Module 6: Funding Mission**
 - ▶ Check for Cash
 - ▶ Transfer In or Out
- ▶ **Module 7: Dishonored Checks**
- ▶ **Module 8: Loss of Funds**
- ▶ **Module 9: Miscellaneous Processes**
 - ▶ Deferred Vouchers
 - ▶ Query Transactions
 - ▶ Backout Processes
 - ▶ Vault Leger
 - ▶ Agent Info
 - ▶ Office Setup
 - ▶ Vouchers Series Setup
 - ▶ Upload APC Master File
 - ▶ Add an APC
 - ▶ DDS Help Menu





AGENDA



- **Module 10: Limited Depository Account**
- **Module 11: Advance an Agent**
- **Module 12: Clear a Disbursing Agent**
- **Module 13: Close Business Day (with Accounting Clerk)**
- **Module 14: Close Business Day (without Accounting Clerk)**
- **Module 15: End of Day Reports**
- **Module 16: Month End Closeout**
- **Module 17: Physical Security**
- **Module 18: System Requests**
- **Module 19: Spillage Prevention**
- **Module 20: Points of Contact**



ACTION, CONDITION, STANDARD



- **ACTION:** Perform Disbursing Operations at the FMSU level, in a deployed environment utilizing functional financial systems.
- **CONDITION:** You have a requirement to open daily business, set the exchange rate, clear agent transactions, close the daily business, perform month-end and Transfer of Accountability functions using a computer loaded with DDS Software, DoDFMR Volume 5, DDS Guide, access to OTCnet, ITS.gov, and standard office supplies and equipment.
- **STANDARD:** Successfully conduct deputy disbursing officer functions using financial systems and receive a GO on the following tasks:
 - 1. Properly open daily business and set the exchange rate.
 - 2. Set-up user IDs and Profiles.
 - 3. Properly advance/clear agent funds.
 - 4. Accept/ Create Remote File Transfers from agents.
 - 5. Perform disbursing operations.
 - 6. Properly close daily business and review accounting file.
 - 7. Properly complete end of day/month reports.



REGULATION AND FORMS



- DoDFMR 7000.14-R, Vol 5 – Disbursing Policy And Procedures
<http://comptroller.defense.gov/FMR/fmrvolumes.aspx>
- Theater Policy
https://www.milsuite.mil/wiki/Theater_Financial_Management_Support_Center
- DoD Forms (DD 1081, DD 2665, DD 2657)
<http://www.dtic.mil/whs/directives/infomgt/forms>
- Standard Forms (SF 1179, SF 1219)
<http://www.gsa.gov/portal/forms/type/SF>





DISBURSING PERSONNEL

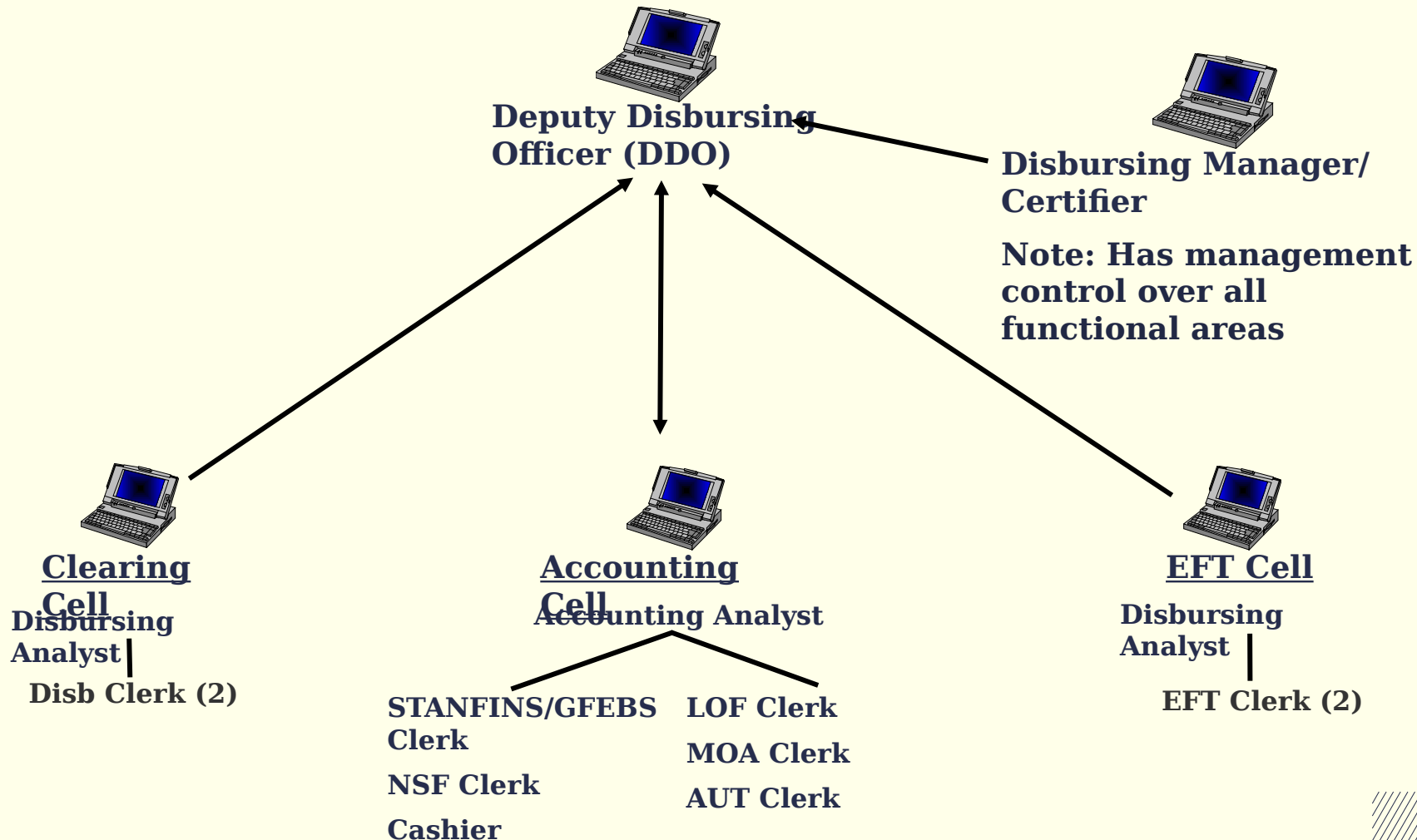


- **Disbursing Officer (DO)** – is an individual acting under formal appointment that is accountable as the account (DSSN) holder. All transactions are completed under the account holder. (SF 1219)
- **Deputy Disbursing Officer (DDO)** – is an individual acting under formal appointment to perform any duty relating to public funds in the name of and for the account of the DO. Maintains the central location of the account holder's vault, prepares the account holder's end of month reports. Responsible for reporting any abnormality within the DSSN. (DD Form 2657)
- **Disbursing Manager (DM)** – Assists the DDO in day to day operations. Has overall functional control of the sections within disbursing. May also serve as Certifying Official.
- **Disbursing Agent (DA)** – is an individual acting under formal appointment to perform any duty relating to public funds in the name of and for the account of the DO. (DD Form 2665)
- **Certifying Official (CO)** – is an individual under formal appointment by an external official outside of disbursing to certify that payments are proper and just.
- **Cashier** – is an individual designated by the DO to perform disbursements, collections, and accounting responsibilities. (DD Form 2665)





FMSC DISBURSING OFFICE SET-UP (RECOMMENDED)



Note: A soldier can serve in more than one role within Accounting



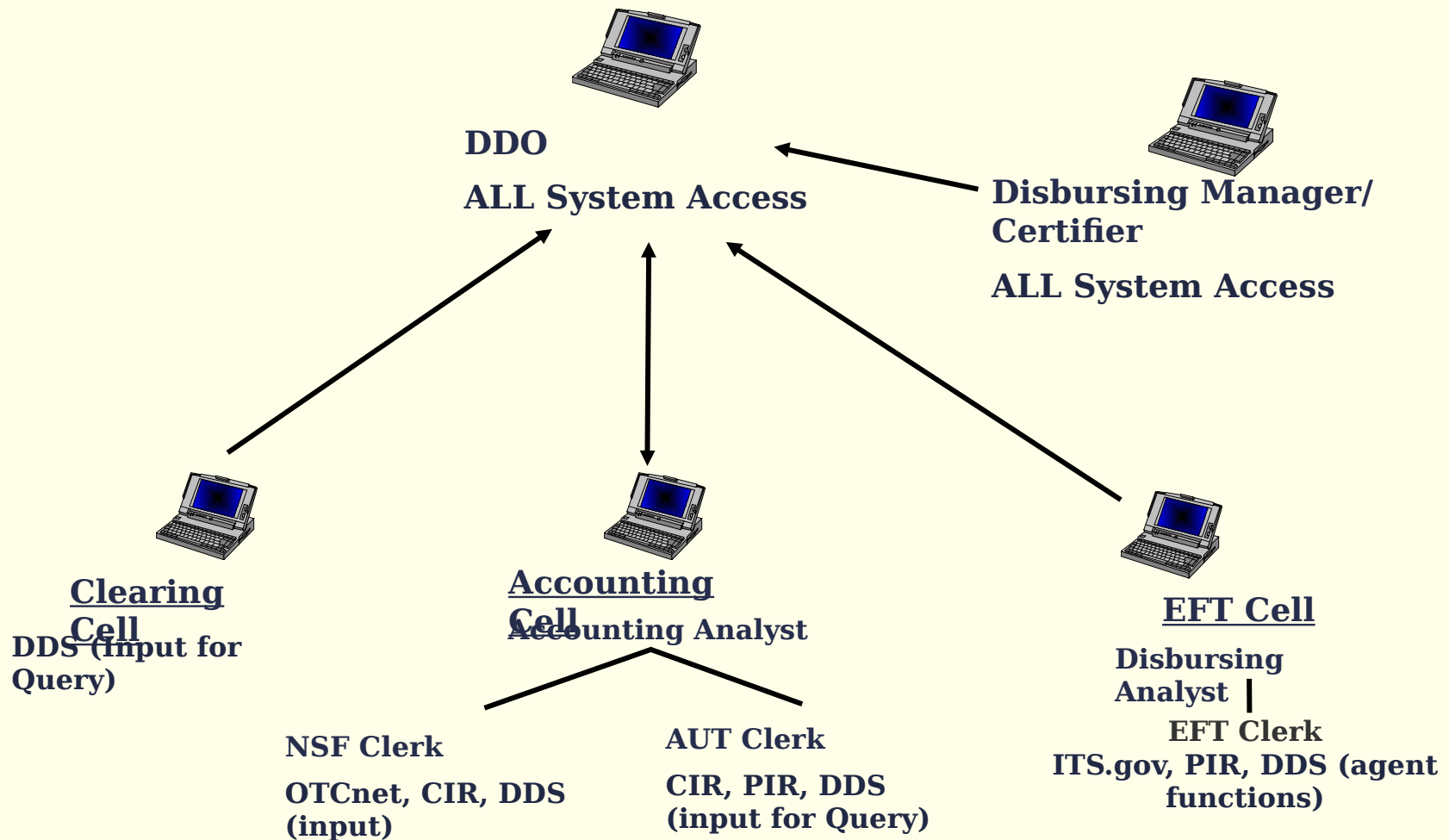
DIBURSING FINANCIAL SYSTEMS



- The financial systems used within the Company Disbursing cell
 - Collection Information Repository (CIR)
 - Payment Information Repository (PIR)
 - International Treasury Services (ITS.gov)
 - OTCnet: Online and Offline
 - Deployable Disbursing System (DDS)

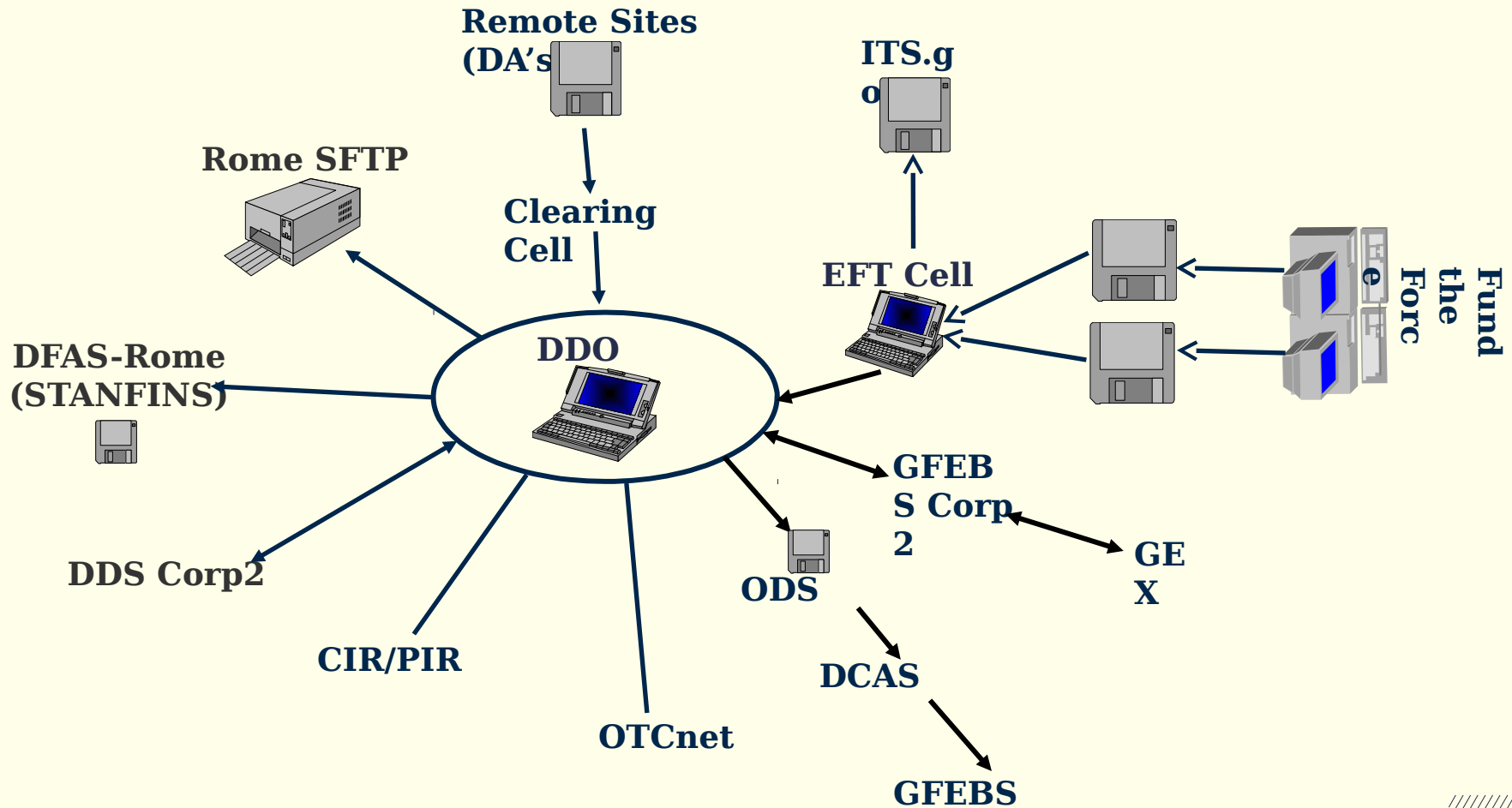


FMSC DISBURSING SYSTEM ACCESS (RECOMMENDED)





SYSTEMS INTERFACES





MODULE 1 - INTRODUCTION TO DDS





INTRODUCTION TO DDS

What is disbursing?

Concept: All Disbursing Officers (DOs) are agents of the Treasury. Each DO is accountable to the Treasury for the cash items (including receivables) in his or her possession. The Statement of Accountability (SF 1219) is the DO's official monthly recording and reporting of their accountability to the Treasury. DOs maintain their daily accountability on the Daily Statement of Accountability (DD Form 2657). This form is similar and subsidiary to the SF 1219. DOs report disbursement and collection transactions on both the DD Form 2657 and the SF 1219, with collections reported as net of disbursements on the SF 1219.



=





INTRODUCTION TO DDS

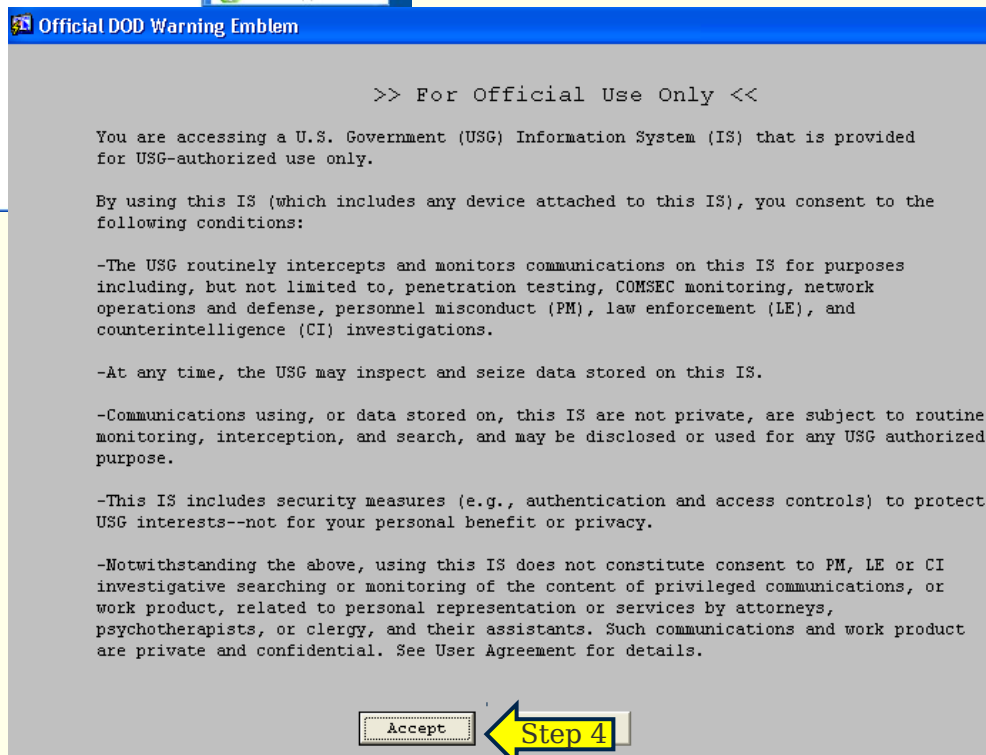
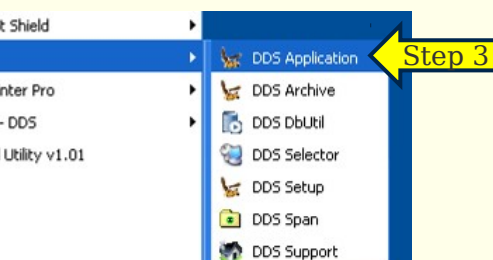
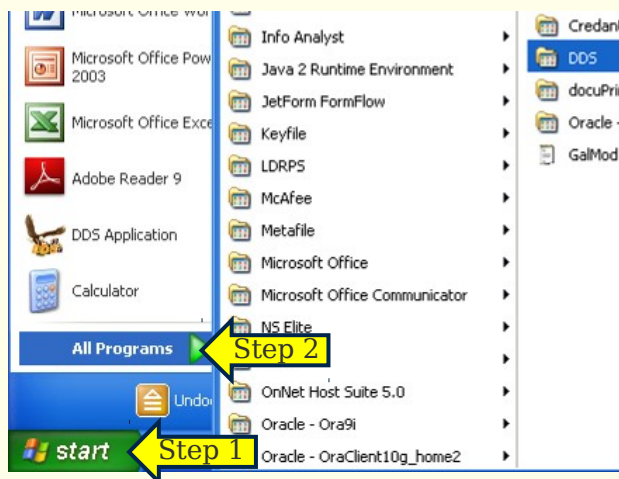
DDS/Disbursing Sites

- **MAIN SITE** – The DO and DDO are located at the main site. Examples are:
 - Kandahar, Afghanistan (DSSN 8831)
 - Bagram, Afghanistan (DSSN 8830)
- **REMOTE SITE** – The DA is located at the remote site. The DA is assigned a portion of the DO funds. Examples of remote sites include, but are not limited to:
 - FOB Eggers, Afghanistan
 - Kabul, Afghanistan
- **FMST/STAND-ALONE** – A cashier is advanced funds as part of a team on behalf of a DDO/DA and is away from the main or remote site. The team is mobile and can go anywhere to provide service to the Soldiers on the battlefield.
- **CLIENT** – A system that has been set-up to map into another computer's database (DDO or DA). This system is normally used by a cashier when conducting normal day-to-day operations.



INTRODUCTION TO DDS

DDS Log in (1 of 4)





INTRODUCTION TO DDS

DDS Log in (2 of 4)

- **A system administrator will have to create your account in DDS before your first login**

DDS Login

Smartcard Authentication | Password Authentication

User Id: FRB Site Id: 00003

Password: [REDACTED]

☒ Change Password

OK

Forms

Warning: Password Expired. If Password is not changed now, access will be DENIED. Please enter a new password.

OK

Forms

Associate CAC credentials to this DDS user?

OK Cancel

- **Selecting "Cancel" will lead you out of the Login process**
- **Selecting "OK" will display the "Read Common Access Card" screen**



INTRODUCTION TO DDS

DDS Log in (3 of 4)

Read Common Access Card

Enter PIN

Reader: SCM Microsystems Inc. SCR31 L

PIN: OK

If "ok" was selected:

- Select appropriate CAC reader (ensure CAC is inserted)
- Enter PIN
- Select "OK"
- The "Change Password" screen will display

Default Password for new users:

NEW\$1USERnew\$1user

****Must not contain profanity****

Change Password

New Password:

Confirm Password:

Password must be 15 - 21 characters long, containing at least one uppercase character, at least one lowercase character, at least one special character !@#\$\$%^&*(){}+?>< and at least one number, with no consecutively repeating characters.

OK Cancel

Forms

Information: Password changed.

OK



INTRODUCTION TO DDS

DDS Log in (4 of 4)

System Administrator Login Screen

Password authentication requires system administrator authorization.

User Id:

Password:

User Logging On:

Change Password

New Password:

Confirm Password:

Password must be 15 - 21 characters long, containing at least one uppercase character, at least one lowercase character, at least one special character !@#\$\$%^&*(){}+?>< and at least one number, with no consecutively repeating characters.

If "cancel" was selected:

- Non-CAC card usage will need to be approved.
- A user with system admin capabilities will be needed

Password must be 15-21 characters

Default Password for new users:

NEW\$1USERnew\$1user

****Must not contain profanity****

Forms

Information: Password changed.



INTRODUCTION TO DDS

Set Business day

DDS Set Business Day

Prior Business Date: 03/09/2013 A

*Current Calendar Date: 04/05/2013

*Current Business Date: 04/05/2013

☐ Last Business Day of Accounting Period

OK Cancel

A
B
C
D
E
F
G

- If business day will be the last one of the accounting period, the “Last Business Day” block must be checked
- If the block is not checked, the DDO will have the opportunity to select the block when completing the final DD Form 2657



INTRODUCTION TO DDS

Exchange Rate Set-up (1 of 2)

2014 B *Currency Code: FC 1 of

Daily Exchange Rates?

Prior *Current

Accommodation: 50 50

Prevailing: 50 50

Official: 50 50

Average: 50 50

Interna Load Rates File

The downloaded rate file form ITS.gov can be uploaded using this button

Curr Code	Accommodation	Prevailing	Official	Average	International EFT
FC	50	50	50	50	50
LD	50	50	50	50	50

Accommodation rate is used to calculate FC amounts on accountability reports, vouchers or outgoing exchange transactions.

Prevailing rate ("reconversion rate") is used to calculate FC purchases (e.g., when a cashier receives FC in exchange for USD)

Official rate is used to calculate the U.S. dollar value of Limited Depositary Accounts (LDAs) and checks written from LDAs.

Average rate is used when the disbursing office uses the same exchange rate for all foreign currency transactions.

Rate utilized for foreign currency ITS.gov payments. Usually not the same rate as any of the previous rates.

Note: click print button to generate "exchange rate sheet" (see next slide)

Enter the day's FC exchange rates here and they will appear in the grid below
This is the 3 or 5 day rate obtained from ITS.gov

Daily rates must be input and saved for all Currency codes setup in your database



INTRODUCTION TO DDS

Exchange Rate Set-up (2 of 2)

DAILY EXCHANGE RATE SHEET
49 FC to the DOLLAR

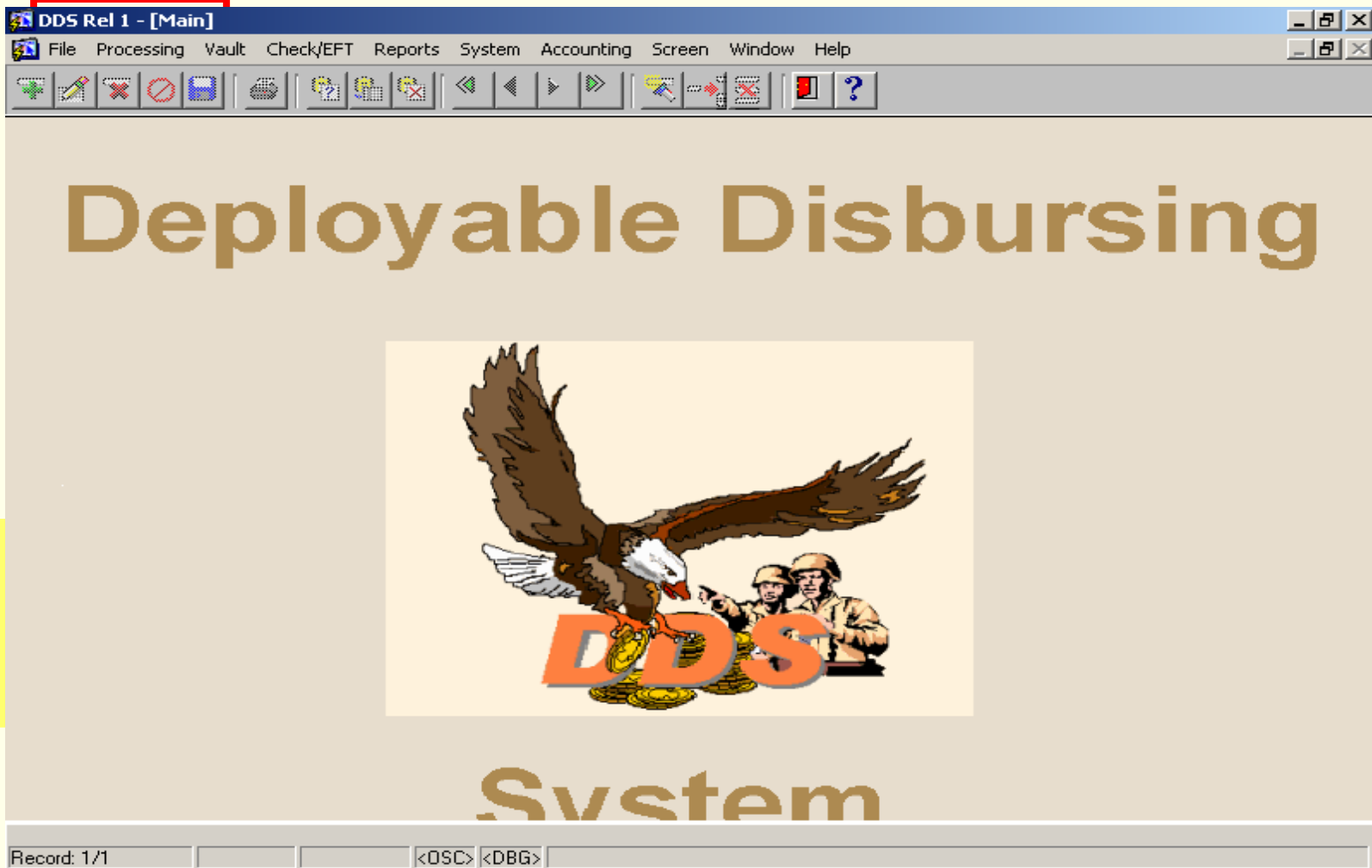
DOLLAR	FC	DOLLAR	FC	DOLLAR	FC
1.00	49.00	41.00	2,009.00	81.00	3,969.00
2.00	98.00	42.00	2,058.00	82.00	4,018.00
3.00	147.00	43.00	2,107.00	83.00	4,067.00
4.00	196.00	44.00	2,156.00	84.00	4,116.00
5.00	245.00	45.00	2,205.00	85.00	4,165.00
6.00	294.00	46.00	2,254.00	86.00	4,214.00
7.00	343.00	47.00	2,303.00	87.00	4,263.00
8.00	392.00	48.00	2,352.00	88.00	4,312.00
9.00	441.00	49.00	2,401.00	89.00	4,361.00
10.00	490.00	50.00	2,450.00	90.00	4,410.00
11.00	539.00	51.00	2,499.00	91.00	4,459.00
12.00	588.00	52.00	2,548.00	92.00	4,508.00
13.00	637.00	53.00	2,597.00	93.00	4,557.00
14.00	686.00	54.00	2,646.00	94.00	4,606.00
15.00	735.00	55.00	2,695.00	95.00	4,655.00
16.00	784.00	56.00	2,744.00	96.00	4,704.00
17.00	833.00	57.00	2,793.00	97.00	4,753.00
18.00	882.00	58.00	2,842.00	98.00	4,802.00
19.00	931.00	59.00	2,891.00	99.00	4,851.00
20.00	980.00	60.00	2,940.00	100.00	4,900.00
21.00	1,029.00	61.00	2,989.00	101.00	4,949.00
22.00	1,078.00	62.00	3,038.00	102.00	4,998.00
23.00	1,127.00	63.00	3,087.00	103.00	5,047.00
24.00	1,176.00	64.00	3,136.00	104.00	5,096.00
25.00	1,225.00	65.00	3,185.00	105.00	5,145.00
26.00	1,274.00	66.00	3,234.00	106.00	5,194.00
27.00	1,323.00	67.00	3,283.00	107.00	5,243.00
28.00	1,372.00	68.00	3,332.00	108.00	5,292.00
29.00	1,421.00	69.00	3,381.00	109.00	5,341.00
30.00	1,470.00	70.00	3,430.00	110.00	5,390.00
31.00	1,519.00	71.00	3,479.00	111.00	5,439.00
32.00	1,568.00	72.00	3,528.00	112.00	5,488.00
33.00	1,617.00	73.00	3,577.00	113.00	5,537.00
34.00	1,666.00	74.00	3,626.00	114.00	5,586.00
35.00	1,715.00	75.00	3,675.00	115.00	5,635.00
36.00	1,764.00	76.00	3,724.00	116.00	5,684.00
37.00	1,813.00	77.00	3,773.00	117.00	5,733.00
38.00	1,862.00	78.00	3,822.00	118.00	5,782.00
39.00	1,911.00	79.00	3,871.00	119.00	5,831.00
40.00	1,960.00	80.00	3,920.00	120.00	5,880.00

Example Exchange Rate Sheet



INTRODUCTION TO DDS

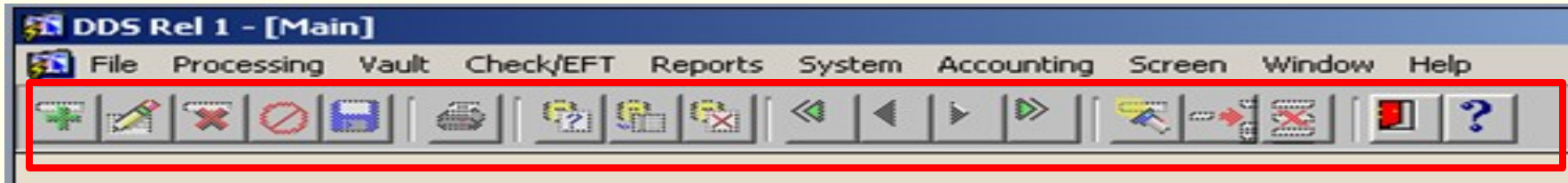
DDS Main Menu Screen





INTRODUCTION TO DDS

DDS Function and Navigation Keys



	Add New Record		Print		Move To First Page		Search
	Edit Record		Data Query		Page forward		Create Detail Record
	Close Previewer/ Delete Record		Execute Query		Page back		Delete Detail Record
	Cancel Fields		Exit/Cancel Query		Move To Last Page		Exit/ "Red Door Out"
	Save						Help



MODULE 2 - TRANSFER OF ACCOUNTABILITY





TRANSFER OF ACCOUNTABILITY



➤ Steps to take during TOA:

- Reconcile SF 1149 (Statement of LDA) (if applicable)
- Verify funds with subagents
- Verify loss of funds (DDS Balance vs. DD 2667) and supporting documentation
- Verify Non Sufficient Funds (NSF) checks and supporting documentation
- Verify any duplicate, over or erroneous payments
- Verify all outstanding Analysis of Unmatched Transactions (AUT) lines
- Verify all balances in suspense and clearing accounts
 - ✓ Must prepare memo that accounts have been verified
- Verify US Treasury Check stock on hand vs. numbers used in DDS
 - ✓ Must send memo to DFAS advising of date and last check number used
- Verify Stored Value Card stock on hand
- Create new DDO and vault code



TRANSFER OF ACCOUNTABILITY



➤ Steps to take during TOA:

- New DDO confirms vault transfer
- New DDO close DD Form 2657 (Ensure both blocks are checked)
- Create Level 8 Report
- Finalize SF 1179, must be marked "FINAL"
- Create DELMARS Report
- STANFINS Report (file generated for DFAS Rome)**If necessary**
- Finalize SF 1219, must be marked "FINAL" above DO signature
- Create new Disbursing Officer
- Edit site name
- Inactivate outgoing unit's users in DDS
- Open Business Day
- Ensure DO and DDO appointment and termination paperwork is sent to DFAS-IN
- Terminate all agents under outgoing DO



TRANSFER OF ACCOUNTABILITY



- **Steps to take during TOA:**
- Ensure a good left seat/right seat ride is conducted.
- Vault combinations, access codes, keys and access rosters MUST be changed the same day the vault to vault is conducted.
- Ensure all passwords/User IDs are granted prior to outgoing unit's departure (OTCnet, DDS, Corps2 Server, ITS.gov, FRB email).
- Conduct a thorough cash verification during transition of all accountable items (cash, DD Form 1081's, batch-list/checks).
- Create new users for DDS, and AKO website.
- Delete/Inactivate outgoing personnel from DDS, and FRB email communications.
- Update and sign DA Form 3161 for FRB equipment and forward to USAFMCOM/ FRB.
- Obtain all current SOP's, Policy Letters, and Internal Control Inspection Checklists.

Ensure all procedures are conducted as prescribed in

NOTE: A BLANK RFT TO THE DA'S DOES NOT UPDATE DO
DDPMR Vol 5, Chapter 020406
INFORMATION



TRANSFER OF ACCOUNTABILITY



Add Users to DDS (1 of 4)

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Site Accounting Check/EFT Archive/Purge PCC Queue Maintenance SVC Queue Maintenance

User Setup Office Setup Voucher Series Setup/Reset Currency Configuration Vault Setup DO Setup

• **Example of an Admin User**

*Site Id: 00001 U.S. ARMY FINANCIAL MANAGEMENT COMMAND Last Update:

*User Id: ADM ☐ Inactive User

Name: ADMINISTRATOR SYSTEM

(*Last, *First, MI)

*SSN: 987566754

Signature Block: SYSTEM ADMINSTRAT

PCC Login ID:

SVC Login ID:

NMC Login ID:

User can Perform the Following Functions

<input type="checkbox"/> Agent Functions	<input type="checkbox"/> Change Business Day
<input type="checkbox"/> Deputy Agent	<input type="checkbox"/> Certify Disbursement Voucher
<input type="checkbox"/> Maintain Voucher	<input type="checkbox"/> Certify Collection Voucher
<input checked="" type="checkbox"/> System Admin	<input type="checkbox"/> Print Checks
<input type="checkbox"/> Accounting	<input type="checkbox"/> Input Voucher
<input type="checkbox"/> Office Manager	<input type="checkbox"/> Payroll Preparer
<input type="checkbox"/> Payroll Certifier	

Password Appointment Memorandum VCT Access

Agent Information Only

*Rank: SSC Date of Last 2665:

*DEROS: 01/31/2020 Total Balance:

- **Functions performed:**
- ✓ User Setup
- ✓ Site Setup
- ✓ DO Setup
- ✓ Archive/Purge
- ✓ Overwriting of the CAC card login process and the password change authorization



TRANSFER OF ACCOUNTABILITY



Add Users to DDS (2 of 4)

*Site Id: 00001 U.S. ARMY FINANCIAL MANAGEMENT COMMAND Last Update:

*User Id: CER ☐ Inactive User

Name: CERTIFIER CERTIFIER C
(*Last, *First, MI)

*SSN: 323141212

Signature Block: CERTIFIER

PCC Login ID:

SVC Login ID:

NMC Login ID:

User can Perform the Following Functions

<input type="checkbox"/> Agent Functions	<input type="checkbox"/> Change Business Day
<input type="checkbox"/> Deputy Agent	<input checked="" type="checkbox"/> Certify Disbursement Voucher
<input type="checkbox"/> Maintains Vault	<input checked="" type="checkbox"/> Certify Collection Voucher
<input type="checkbox"/> System Admin	<input type="checkbox"/> Print Checks
<input type="checkbox"/> Accounting	<input type="checkbox"/> Input Voucher
<input type="checkbox"/> Office Manager	<input type="checkbox"/> Payroll Preparer
<input type="checkbox"/> Payroll Certifier	

Appointment Memorandum VCT Access

Agent Information Only

*Rank: SSG

*DEROS: 01/31/2020

- Example of a certifier

Appointee
CERTIFIER, CERTIFIER SSN 098904657

Agent Functions, Deputy Agent, Maintains Vault Certify Disbursement Voucher

Appointing authority
DO or Commander Name: COLE ANTHONY
(*Last, *First, MI)

*Title DISBURSING OFFICER *DOD Component/organization USAFIMCOM

*Effective date 02/24/2011

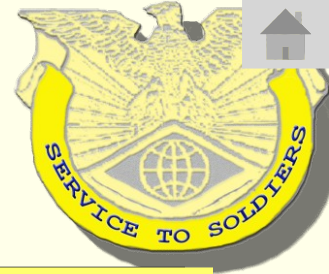
Additional responsibilities include:

Additional regulations:

OK Cancel Print DD 577



TRANSFER OF ACCOUNTABILITY



Add Users to DDS (3 of 4)

- Example of a cashier

*Site Id: 00001 U.S. ARMY FINANCIAL MANAGEMENT COMMAND Last Update:

*User Id: CAL ☐ Inactive User

Name: CASHIER TRAINING
(*Last, *First, MI)

*SSN: 589124518

Signature Block: TRAINING CASHIER

PCC Login ID:

SVC Login ID:

NMC Login ID:

Password:

Agent Information On:

*Rank: SPC

*DEROS: 01/31 (mm/dd/yyyy)

User can Perform the Following Functions

<input checked="" type="checkbox"/> Agent Functions	<input type="checkbox"/> Change Business Day
<input type="checkbox"/> Deputy Agent	<input type="checkbox"/> Certify Disbursement Voucher
<input type="checkbox"/> Maintains Vault	<input type="checkbox"/> Certify Collection Voucher
<input type="checkbox"/> System Admin	<input type="checkbox"/> Print Checks
<input checked="" type="checkbox"/> Accounting	<input checked="" type="checkbox"/> Input Voucher
<input type="checkbox"/> Office Manager	<input type="checkbox"/> Payroll Preparer
<input type="checkbox"/> Payroll Certifier	

Appointment Memorandum VCT Access

Note: Cashier must have "Print Checks" in order to perform EFT functions

Only if user is to process End of Day accounting reports

Appointee: CASHIER, CASHIER SSN 123520947

Agent Functions, Deputy Agent, Maintains Vault ☐ Certify Disbursement Voucher ☐

Appointing authority
DO or Commander Name: (*Last, *First, MI) COLE ANTHONY

*Title: DISBURSING OFFICER *DOD Component/organization: USAFMCOM

*Effective date: 02/24/2011 *Type: CASHIER *Amount: 100,000.00

Additional responsibilities include:

Additional regulations:

OK Cancel Print DD 577



TRANSFER OF ACCOUNTABILITY



Add Users to DDS (4 of 4)

*Site Id: 00001 US ARMY FINANCIAL MANAGEMENT COMMAND Last Update: 01/11/2013 A

*User Id: DDO ☐ Inactive User

Name: FRANKLIN BENJAMIN
(*Last, *First, MI)

*SSN: 123456789

Signature Block: DEPUTY DISBURSING OFFICER

PCC Login ID:

SVC Login ID:

NMC Login ID:

Password Appointment Memorandum VCT Access

Agent Information Only

*Rank: 1LT

*DEROS: 11/10/2015

(*mm/dd/yyyy)

User can Perform the Following Functions

<input type="checkbox"/> Agent Functions	<input checked="" type="checkbox"/> Change Business Day
<input type="checkbox"/> Deputy Agent	<input type="checkbox"/> Certify Disbursement Voucher
<input checked="" type="checkbox"/> Maintains Vault	<input type="checkbox"/> Certify Collection Voucher
<input type="checkbox"/> System Admin	<input checked="" type="checkbox"/> Print Checks
<input checked="" type="checkbox"/> Accounting	<input checked="" type="checkbox"/> Input Voucher
<input checked="" type="checkbox"/> Office Manager	<input type="checkbox"/> Payroll Preparer
<input type="checkbox"/> Payroll Certifier	

• Example of a DDO

Only needed if
function **NOT**
performed by another
user

Agent Functions, Deputy Agent, Maintains Vault | Certify Disbursement Voucher

Appointing authority
DO or Commander Name: SMITH JOHN
(*Last, *First, MI)

*Title DISBURSING OFFICER *DOD Component/organization CAMP ALPHA

*Effective date 02/11/2011 *Type DEPUTY DISBURSING OFFICER *Amount 5,000,000.00

Additional responsibilities include:

Additional regulations:



TRANSFER OF ACCOUNTA



Vault-To-Vault Transfer (

System Accounting Screen Window Help

Site	User Setup
Accounting	Office Setup
Check/EFT	Voucher Series Setup/Reset
Archive/Purge	Currency Configuration
PCC Queue Maintenance	Vault Setup
SVC Queue Maintenance	DO Setup
	Replication

Site Id: 00001 15TH FINANCIAL MANAGEMENT COMPANY

*User Id: JCK

User Name: KELLEY, JAMES C.

*Vault Code: JK ☐ Inactive Vault

Vault Description: NEW DDO

Forms

Information: Vault JK was successfully inserted.

OK

- There are four stages to taking over an account within DDS
 - ✓ Establish a new user (DDO)
 - ✓ Establish a new vault code for incoming DDO
 - ✓ Outgoing DDO initiates the vault to vault DD1081
 - ✓ Incoming DDO confirms and accepts DD1081
 - ✓ The screen will automatically default to the new vault manager.
 - ✓ The Vault Code will be initials (first/last name).
 - ✓ Do not check the "Inactive Vault" box. The DDO level may have several vaults active at a time at a main site.
 - ✓ Enter a description of the new DDOs vault.
 - ✓ Once all information is entered, select save and a window will appear stating the new vault was successfully inserted.



TRANSFER OF ACCOUNTABILITY



Vault-To-Vault Transfer (2 of 3)

Vault Check/EFT Reports Sys

Vault Info
Agent Info
Cash Received from Bank
Overdraft/Underdraft
Vault-to-Vault Transfer

- After vault setup, outgoing DDO will transfer funds to new DDO.

- ✓ Vault
- ✓ Vault-to-Vault Transfer

- On the V2V 1081, the "Issuing User ID", "Issuing User Site", "Select receiving user ID/Site", "Issuer vault code", and "Full" for type of advance
- All funds and documents outstanding under outgoing DDO will transfer over to new DDO.
- Select save
- A window with the DD 1081 will appear. DDO will print form

Issuing User Id: IDR *Issuer *Receiving User Id/Site: JCK0000
Issuing User Site Number: 00001 Vlt Code IR Name of Receiver: JAMES C KELLEY
Name of Issuer: ISRAEL REYES *Receiver Vlt Code

☐ Regular ☒ Partial ☐ Full
☐ Advance

Confirm Reject

STATEMENT OF AGENT OFFICER'S ACCOUNT
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Balance
0 1 Balance Forward:	.00	.00	.00	
1 2 U.S. Dollars:	550,100.00	.00	.00	



TRANSFER OF ACCOUNTABILITY



Vault-To-Vault Transfer (3 of 3)

- The old and new DDO will then verify the funds in the vault against the ledger and the DD 1081
- Once the vault has been verified, the new DDO will log in and accept the funds.
- In order for the new DDO to accept the funds, the DDO will select:
 - ✓ Vault
 - ✓ Vault-to-Vault Transfer
- The vault will automatically switch from
- A V2V 1081 will be available for the new DDO
- The new DDO will select the correct vault code under the "Receiver Vlt Code" and then "confirm."
- The new DDO will denominate the funds received according to the bills on-hand (on ledger or V2V 1081)

Issuing User Id: DDO *Issuer *Receiving User Id/Site: DD100001
Issuing User Site Number: 00001 Vlt Code: DO Name of Receiver: OFFICER DEPUTY
Name of Issuer: DISBURSING D OFFICER *Receiver Vlt Code: MN **STEP 1**

☐ Return ☐ Partial **STEP 2**
☒ Advance ☐ Full

STATEMENT OF AGENT OFFICER'S ACCOUNT
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
1 Balance Forward:		.00		219,720.00
2 U.S. Dollars:	186,000.00			
3 Foreign Curr (U.S. Equivalent):	33,720.00			
4 Military Payment Certificates:	.00			
5 Collections:				
6 Deposits:				
7a NI: Treasury Checks:	.00			

Forms
Continue with confirmation?
STEP 3

User Id: JCK Currency Code: US Exchange Rate: 1 *Vault Code: JK
Currency Amt Entered for Vault: 950,000.00 US Equiv Entered For Vault: \$950,000.00

Denominations	Before Qty	After Qty	Count	Amount
100 DOLLAR BILL	0	8,910	8910	891,000.00
50 DOLLAR BILL	0	678	678	33,900.00
20 DOLLAR BILL	0	198	198	3,960.00
10 DOLLAR BILL	0	201	201	2,010.00



TRANSFER OF ACCOUNTABILITY



Change Disbursing Officer

File Processing Vault Check/EFT Reports **System** Accounting Screen Window Help

Site Accounting Check/EFT

User Setup
Office Setup
Voucher Series Setu

- **Once the business day has been closed, the site will be able to change the Disbursing Officer (DO). The effective date for changing the DO should be the date of the Transfer of Accountability**

+ [Navigation Icons]

*DO Code: AC ☒ Current DO Stop Date: []

*Office (Last, First, MI): [] [] []

*Officer (Last, First, MI): [] [] []

*Sign []

*Signature Block: []

Predecessor DO Code Last Name First Name

Predecessor DO's

DO Code Last Name First Name

Dat

Forms

Information: Disbursing officer successfully changed. All appointment memorandums have been terminated. Please access user setup and add the new appointment memorandum information for all users.

OK



TRANSFER OF ACCOUNTABILITY



Office Set-up

- Once the DDO signs for the account, the office name/unit must be changed.

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Site Accounting Check/EFT User Setup Office Setup Voucher Series Setup/Reset

*Parent Site Id: *Site Id: 00001 Main *DSSN: 8850

*Department of: ARMY ☐ Inactive

☐ Person ☒ Institution

U.S. ARMY FINANCIAL MANAGEMENT COMMAND

Address

☐ US ☒ Foreign

8899 EAST 56TH STREET

INDIANAPOLIS, IN 46249-3000

☒ EDA/MyPay

☒ Advice of Payment

☒ SSN on AOP

☒ PCC

☒ SVC

☐ IPAC

*Actg Svc: STANFINS *Actg Type: Non-Integrated GLAC: 63 ☒ ODS WCD: W8850

*DDS Login: CAC PWD without Override *Parent FSN/*AAA: S09076 UIC: W0NRA

Phone: 317-510-3680 Fax: 317-510-3017

MILPAY Interface Type

☒ DTHS ☐ DTHRS

Active	Parent Site Id	Site Id	Site Type	Office Name
YES		00001	MAIN	U.S. ARMY FINANCIAL MANAGEM
YES	00001	10000	REMOTE	FOB SALERNO
YES	00001	12000	REMOTE	FOB LACMAN
YES	00001	13000	REMOTE	FOB PASAD



MODULE 3 - EFT TRANSACTIONS





EFT TRANSACTIONS

Create A Manual Domestic Or International EFT (1 of 8)

The screenshot shows the AFMS interface with the 'Processing' menu open. The 'Disbursements' option is selected, and the 'Manual' option is highlighted with a red box and a yellow arrow. The menu options are:

- Exchange Transactions (U.S./Foreign Currency)
- Disbursements
 - Manual
 - Military Payments
 - SF 1034 - Pub Voucher for Purch Svcs Oth Pers
 - SF 1049 - Public Voucher for Refunds
 - SF 44 - Purchase Order / Invoice / Voucher
 - Interface Cash Disbursements
 - RAPTRS ATM/Navy Marine Cash Payments
- Collections
- Deposit
- Debit Voucher
- Loss of Funds
- Deferred Voucher
- Transfer In or Out
- Redeem Uncollectable Checks
- Appropriation Transfers
- Query
- Backout
- Customer Check Privileges
- Journal Voucher Log
- EOM SF 215 / SF 5515

Below the menu is a graphic of an eagle with the letters 'DDS' and the word 'System'.



EFT TRANSACTIONS

Create A Manual Domestic Or International EFT

8)

*Curr Code: **US** Exchange Rate: 1 *Payment Type: **EFT** *Voucher Series: **CA1**

Payee: **FC** **US** Institution

Name: **QIT** Query

Address: **US** Foreign **KANDAHAR**

*Contract/Requisition Nbr: **W91GE012P0101**

*Contract/Requisition Date: **03/01/2012**

*Invoice Number: **1254**

*Invoice Date: **04/02/2012**

*Amount: **1,000.00**

Total US Equiv: **1,000.00**

Travel Stop Date:

Card Number:

Accounting Lines

DPI	CD	FY	APC	EOR	US Equivalent	Document Reference	IBOP	ODC	Mat Cd	Mat Qty	DISC

• All SF 1034s must be pre-certified, accurate and with all necessary attached documentation

****All administrative information must be a mirror image of the bank account information provided by the vendor.**
****Misspelled names or erroneous account information will result in a rejected payment**

• Payment input must be done by someone with "Input Voucher" and "print check" functions



EFT TRANSACTIONS

Create A Manual Domestic Or International EFT (3 of 8)

8)

Payee: QIT Voucher Type: Curr: US Voucher Amount: 1,000.00 US Equivalent: 1,000.00

*DPI Cd	*FY	*APC	BOR	*US Equivalent	Document Reference	IBOP	*ODC	Mat Cd	Mat Qty	Disc
7K	2	2141	26EB	1,000.00	W91KL098765432	US	2			

INSERTING ACCOUNTING LINE Total US Equivalent: 1,000.00

21 7K 2 2020 0000 90 0000 26EB US W91KL098765432 2141 009057

- Information must be input directly from the certified SF 1034



EFT TRANSACTIONS

Create A Manual Domestic Or International EFT (4 of 8)

- Pay button becomes enabled

8)

*Curr Code: US Exchange Rate: 1 *Payment Type: EFT *Voucher Series: CA1 **Pay**

Payee
☐ Person ☒ Institution

Name
QIT [Query](#)

Address
☐ US ☒ Foreign
KANDAHAR
KANDAHAR

Available Loads [Remove Load](#)

*Contract/Requisition Nbr: W91GEU012P0101
*Contract/Requisition Date: 03/01/2012
*Invoice Number: 1254
*Invoice Date: 04/02/2012
*Amount: 1,000.00
Total US Equiv: 1,000.00
Travel Stop Date:
Card Number:

Accounting Lines

DPI	CD	FY	APC	ROR	US Equivalent	Document Reference	IBOP	ODC	Mat Cd	Mat Qty	DISC
7K	2	2141	26EB		1,000.00	W91KL098765432	US	2			N

21 7K 2 2020 0000 90 0000 26EB US W91KL098765432 2141 009057 W8850 Total US 1,000.00

- Clicking "pay" will take you to screen to enter EFT information



EFT TRANSACTIONS

Create A Manual Domestic EFT (5 of 8)

Payee: QIT Disbursement Amount: US 1,000.00

*Domestic EFT
☐ PPD ☒ CCD ☐ CTX

*Account Type
☒ Checking ☐ Savings

Payment
☐ Casual ☐ Advance

*Routing Number *Account Number
11111111 8 258963

Travel Order Number

Reason For Payment

*International EFT
☐ IBAN ☐ SWIFT ☐ Other

SWIFT/Routing Nbr:

*IBAN/Acct Nbr:

Bank Name:

Address:

POC Name:

POC Phone Nbr:

Branch Name:

Invoice Number	Invoice Amount	Interest			Discount		
		+ Amount	Days	Rate%		Days	Rate%
1254	1,000.00						

OK Cancel Total Amount: 1,000.00



EFT TRANSACTIONS

Create A Manual International EFT (6 of 8)

Payee: QIT Disbursement Amount: FC 150,000.00

*Domestic EFT
☐ DPO ☐ CCD ☐ CTX

*Account Type
☐ Checking ☐ Savings ☐ Casual ☐ Advance

*Routing Number *Account Number

Travel Order Number

Reason For Payment
DELIVERY OF GOODS

*International EFT
☐ IBAN ☒ SWIFT ☐ Other

SWIFT/Routing Nbr: SCBLFCKA

*IBAN/Acct Nbr: 5896

Bank Name:

Address:

POC Name:

POC Phone Nbr:

Branch Name: CENTRAL BANK OF AFGHANISTAN

Invoice Number	Invoice Amount	Interest			Discount		
		+ Amount	Days	Rate%	Days	Rate%	
1254	150,000.00						

OK Cancel Total Amount: 150,000.00



EFT TRANSACTIONS

Create A Manual Domestic Or International EFT (7 of 8)

8)

*Curr Code: US Exchange Rate: 1 *Payment Type: EFT *Voucher Series: CA1

Payee
☐ Person ☒ Institution

Name
QIT Query

Address
☐ US ☒ Foreign
KANDAHAR
KANDAHAR

Available Loads
*Contract/Requisition Nbr: W91GE012
*Contract/Requisition Date: 03/01/20
*Invoice Number: 1254
*Invoice Date: 04/02/20
*Amount:
Total US Equiv: 1,000.00
Travel Stop Date:
Card Number:

Accounting Lines

DPI	CD	FY	APC	FOR	US Equivalent	Document Reference
7K	2	2141	26EB	1,000.00	W91KL098765432	

21 7K 2 2020 0000 90 0000 26EB US W91KL098765432 214

Confirm
Make Payment?
Yes No

The inputter can select the pay button because the SF 1034 has been pre-certified and is an EFT payment



EFT TRANSACTIONS

Create A Manual Domestic Or International EFT (8 of

8)

*Curr Code: US Exchange Rate: 1 *Payment Type: EFT *Voucher Series: CA1 Pay

Payee
☐ Person ☒ Institution

Name
QIT Query

Address
☐ US ☒ Foreign
KANDAHAR
KANDAHAR

Available Loads Remove Load

*Contract/Requisition Nbr: W91GE012P0101
*Contract/Requisition Date: 03/01/2012
*Invoice Number: 1254
*Invoice Date: 04/02/2012
*Amount: 1,000.00
Total US Equiv: 1,000.00

Accounting Lines

DPI	CD	FY	APC	EOR	US Equivalent	Document Reference
7K	2	2141	26EB	1,000.00	W91KL098765432	

21 7K 2 2020 0000 90 0000 26EB US W91KL098765432 2141 009057 W8850 Total US Equivalent: 1,000.00

Certifying Officer

Enter Certifying Officer's Name

Last Name: JONES First Name: JANE

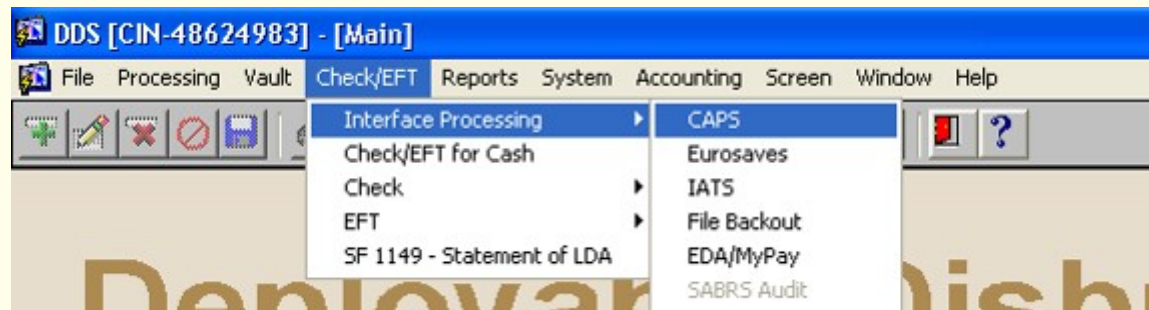
OK Cancel

Enter name of certifier from the SF 1034

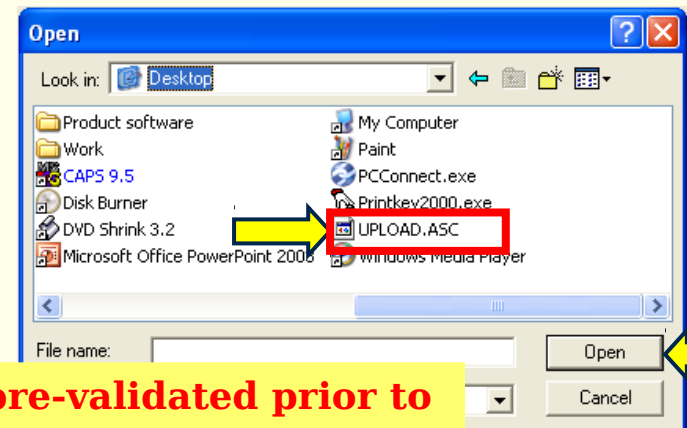
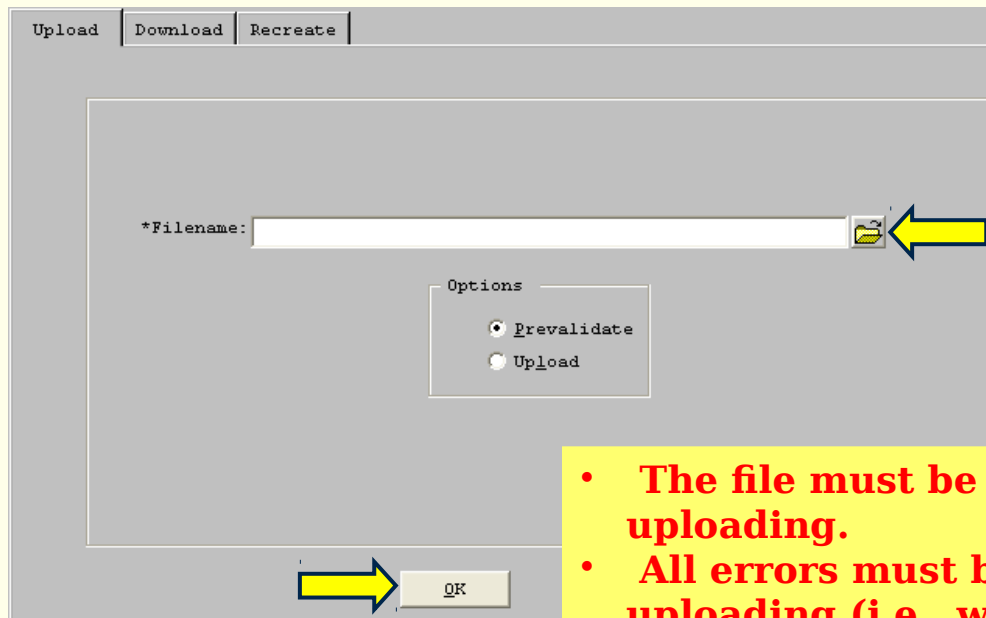


EFT TRANSACTIONS

Upload a CAPS-W Interface File (1 of 2)



- **CAPS-W has the capability to create a file that can be used by DDS for the purpose of processing EFT or Treasury Check payments. The file must be accompanied by all certified SF 1034s and their supporting documentation**



- **The file must be pre-validated prior to uploading.**
- **All errors must be corrected prior to uploading (i.e., wrong DPI , APC, EOR, FY)**



EFT TRANSACTIONS

Upload a CAPS-W Interface File (2 of 2)

- Once the file has been pre-validated, select "upload"

Accepted Number of Payments 8

Rejected Number of Payment 0

DDS
Error Report
CAPS

17/29/2009 12:25:27

<u>Contract</u>	<u>Payment</u>	<u>Amt</u>	<u>Error</u>
-----------------	----------------	------------	--------------

Accepted Number of Payments 8

Rejected Number of Payment 0

This is the 1st file uploaded on the b

Upload Download Recreate

*Filename:

Options

☐ Prevalidate

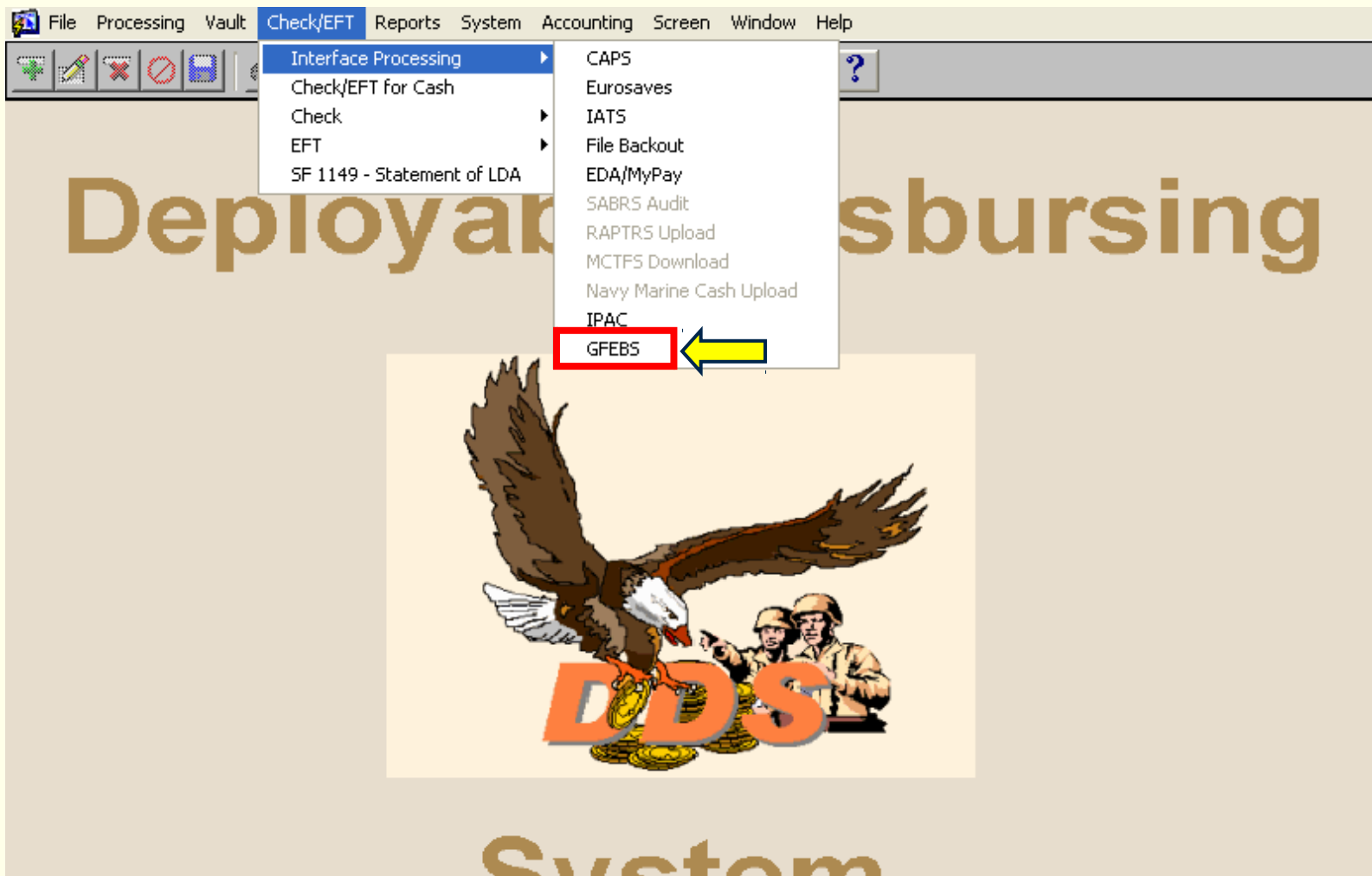
☒ Upload

OK Cancel



EFT TRANSACTIONS

Upload a GFEBS Ready to Pay Interface File (1 of 6)





EFT TRANSACTIONS

Upload a GFEBS Ready to Pay Interface File (2 of 6)

• GFEBS has the capability to create a file that can be used by DDS for the purpose of processing EFT or Treasury Check payments. The file must be accompanied by all certified SF 1034s and their supporting documentation

Step 1 Upload Path: C:\USERS\ADMINISTRATOR\DESKTOP\READY TO PAY **Step 2**

Select A Directory

Select the location of the GFEBS files to be uploaded.

- Administrator
 - AppData
 - Contacts
 - Desktop
 - 266th FMSC MRE TOA Docs
 - DDS Folder
 - Hot & Warm list
 - OTCnet install
 - ready to pay** **Step 3**
 - My Documents

OK **Step 4**

Select All

OK



EFT TRANSACTIONS

Upload a GFEBs Ready to Pay Interface File (3 of 6)

[illegible]



EFT TRANSACTIONS

Upload a GFEBS Ready to Pay Interface File (4 of 6)

DDS
GFEBS Upload Statistics
GFEBS_Readytopay_8850_20131031151010_sss.txt
11/16/2013 14:30:19

Accepted Number of Payments: 1
Rejected Number of Payments: 0

This is the 1st file uploaded on the business day 11/16/2013 B

<u>Currency</u>	<u>Check Count</u>	<u>EFT Count</u>
FC	0	1

- The file can be processed with errors, the post payment file created by DDS will tell GFEBS which payments did not process

DDS
GFEBS Upload Error Report
GFEBS_Readytopay_8850_20131031151010_sss.txt
11/16/2013 14:30:19

Error Type:

<u>Control Number</u>	<u>Record Type</u>	<u>Contract Number</u>	<u>Error</u>



Upload a GFEBs Ready to Pay Interface File (5 of 6)



EFT TRANSACTIONS

Upload a GFEBS Ready to Pay Interface File (6 of 6)

Upload Certify/Delete Download Recreate

Files

Upload	File Name	File Seq. Number	Accepted Payments	Reject Payments	
<input checked="" type="checkbox"/>	11/16/2013 B GFEBS_Readytopay_8850_20131031151010_sss.txt	1	1	0	 Certify Delete
<input type="checkbox"/>					
<input type="checkbox"/>					

Summary Table:

Curr Cd	Accepted Checks		Accepted EFT		Rejected Checks		Rejected EFT	
	Count	Amount	Count	Amount	Count	Amount	Count	Amount
FC	0	.00	1	4,000.00	0			

Forms

By clicking Continue, I hereby confirm the payments contained on the selected file are proper and correct for payment. Otherwise, please click Cancel to stop certification.

Continue **Cancel**

Forms

Information: File has been certified.

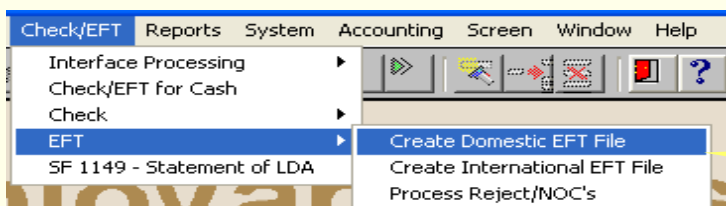
OK

- Before the Domestic or International file can be created the upload must be certified



EFT TRANSACTIONS

Create A Domestic Or International EFT File (1 of 4)



Depending on the bank info entered (ABA or SWIFT) the payment will automatically be put into either Domestic or International

Ext Cert	Input Date	Source Payee	Amount	Curr Cd	US Equivalent	Cert Id	GCC Amount	Pr Nbr
<input checked="" type="checkbox"/>	07/23/2009	MANDIS ALLAH AU ARHBAR	1,000.00	US	1,000.00	IDR		
<input checked="" type="checkbox"/>	07/23/2009	CAPS UNITED KINGDOM	388,513.31	US	388,513.31	IDR		
<input checked="" type="checkbox"/>	07/23/2009	CAPS UNITED KINGDOM	700,223.36	US	700,223.36	IDR		
<input checked="" type="checkbox"/>	07/23/2009	CAPS AL QABANDI UNITED CO.	9,990.00	US	9,990.00	IDR		
<input checked="" type="checkbox"/>	07/23/2009	CAPS UNITED KINGDOM	36,336.00	US	36,336.00	IDR		
<input checked="" type="checkbox"/>	07/23/2009	CAPS UNITED KINGDOM	1,600.00	US	1,600.00	IDR		
<input checked="" type="checkbox"/>	07/23/2009	CAPS UNITED KINGDOM	48,821.46	US	48,821.46	IDR		
<input checked="" type="checkbox"/>	07/23/2009	CAPS UNITED KINGDOM	902.00	US				

Number of Payments Selected: 8
Total Amount: 1,187,386.13
Next Available Debit Voucher Number: 2
Next Available Tracer Number: 9

Create Domestic EFT File

Print Vouchers
Recreate Domestic EFT File

The number of payments and total must equal physical documentation

Debit voucher number (SF 5515) must match the number given to FRB from the DDO's excel spreadsheet

"Ext Cert" must be changed to "Y" for any manual payments



EFT TRANSACTIONS

Create A Domestic Or International EFT File (2 of 4)

- **DDO maintains internal Debit Voucher log**

FOB KANDHAR 60000- 60050			
Voucher	Date of Voucher	Amount	Date Processed By FRBB
60000	12-Jul-12	\$ 1,277.78	
60001			
60002			
60003			
60004			
60005			
60006			
60007			
60008			
60009			
60010			
60011			
60012			
60013			
60014			
60015			
60016			
60017			
60018			
60019			
60020			
60021			
60022			
60023			
60024			
60025			

EFT Debit Voucher Log.xlsx - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Approval Neevia

Clipboard Font Alignment Number Styles

DEBIT VOUCHER

DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE

STANDARD FORM 5515 (Rev. 9-78)
PRESCRIBED BY DEPT. OF TREASURY
1TFRM 5-3000

VOUCHER DATE OF DEBIT TO U.S. 9-DIGIT OR 4-DIGIT AMOUNT
NUMBER TREASURY'S ACCOUNT AGENCY LOCATION
M M D D Y Y CODE (ALC)

(1) 60000 (2) 071212 (3) 00008550-4 (4) \$ 1,277.78

AMOUNT

(5) UNCOLLECTIBLE ITEM (6) DEPOSITARY USE

(7) NAME AND ADDRESS OF DEPOSITARY
EFT Payment ABA # 061000146

(8) CERTIFY THAT THE ABOVE AMOUNT HAS BEEN DEBITED TO THE ACCOUNT OF THE TREASURY ON THE DATE SHOWN
UNCOLLECTIBLE ITEMS HAVE BEEN RETURNED TO THE DEPOSITOR OR APPROPRIATE NOTICE GIVEN

(9) DEPOSITORS TITLE, DEPARTMENT OR AGENCY AND ADDRESS
DEPOSITARY FORWARD THIS DOCUMENT WITH STATEMENT
OR TRANSCRIPT OF THE U.S. TREASURY ACCOUNT OF THE SAME DATE

AUTHORIZED SIGNATURE

ORIGINAL

5515-102



EFT TRANSACTIONS

Create A Domestic Or International EFT File (3 of 4)

The screenshot shows a 'Select A Directory' dialog box with a file explorer view. The 'DR' folder is selected. Below the dialog box, a table displays transaction data. The 'OK' button in the dialog box is highlighted with a red box and a yellow arrow pointing to it.

Amount	Curr Cd	US Equivalent	Cert Id	GCC Amount	Pr	Nbr
1,000.00	US	1,000.00	IDR			
88,513.31	US	388,513.31	IDR			
00,223.36	US	700,223.36	IDR			
9,990.00	US	9,990.00	IDR			
36,336.00	US	36,336.00	IDR			
1,600.00	US	1,600.00	IDR			
48,821.46	US	48,821.46	IDR			
902.00	US	902.00	IDR			

Buttons: Unselect, OK, Cancel, Print Vouchers, Recreate Domestic EFT File

- The EFT file produced by DDS must be renamed and uploaded into ITS.gov for payment.
- The following names are used for Army sites:
 - Bagram INTYYYYMMDD.01B
 - Kandahar INTYYYYMMDD.01K



• Domestic Payment



• International Payment



EFT TRANSACTIONS

Create A Domestic Or International EFT File (4 of 4)

EFT20090729.00A

07/29/2009 13:24:12

SF 5515 -- 2

EFT REPORT
DSSN: 8550
Office Rtn: 071036333
07/23/2009 A

Payee	SSN	DOV Nbr/ Purpose	Payroll No.	Tracer RTN/ No. SWIFT Code	Account/ IBAN No.	Type	Curr Code	US Equivalent	Amount
UNITED KINGDOM		200005		0000010 074099995	12345678901234567	Checking	US	388,513.31	388,513.31
UNITED KINGDOM		200006		0000011 074099995	12345678901234567	Checking	US	700,223.36	700,223.36
AL QABANDI UNITED CO.		200007		0000012 074099995	12345678901234567	Checking	US	9,990.00	9,990.00
UNITED KINGDOM									
UNITED KINGDOM									
UNITED KINGDOM									
UNITED KINGDOM									
ALLAH AU AKHEBAR									

STANDARD FORM 1015 (Rev. 4-75)
PRESCRIBED BY DEPT. OF THE TREASURY
11FMS-3000

DEBIT VOUCHER

DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE

VOUCHER NUMBER	DATE PRESENTED OR MAILED TO BANK M M Y Y D D	8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)	AMOUNT
(1) 2	(2) 070923	(3) 0008550-0	(4) 1,187,386.13

SINGLE SPACE ALL ENTRIES ON THIS LINE
USE NORMAL PUNCTUATION-OMIT \$ SIGN

(5) ☐ UNCOLLECTIBLE
ITEMS
☒ OTHER
(Explain in Box 6)

(6) DEPOSITARY USE

15TH FINANCIAL MANAGEMENT COMPANY
CAMP LIBERTY
IRAQ APO AE 09165

(7) NAME AND ADDRESS OF DEPOSITARY
US TREASURY

(8) CERTIFY THAT THE ABOVE AMOUNT HAS BEEN DEBITED TO THE ACCOUNT OF THE
DEPOSITARY ON THE DATE SHOWN UNCOLLECTIBLE ITEMS HAVE BEEN RETURNED TO
DEPONENT OR APPROPRIATE NOTICE GIVEN

(9) DEPOSITOR'S TITLE, DEPARTMENT OR AGENCY AND ADDRESS
DEPOSITARY FORWARD THIS DOCUMENT WITH STATEMENT OR TRANSCRIPT
OF THE U.S. TREASURY ACCOUNT OF THE SAME DATE

Debit Voucher Number: 2

EFT Items Debits to Federal Reserve Bank

Name	SSN	DOV Nbr/ Purpose	Payroll No.	Tracer No.	RTN	Account No.	Type	Amount
UNITED KINGDOM		200005		0000010	074099995	12345678901234 67	Checking	388,513.31
UNITED KINGDOM		200006		0000011	074099995	12345678901234 67	Checking	700,223.36
AL QABANDI UNITED CO.		200007		0000012	074099995	12345678901234 67	Checking	9,990.00
UNITED KINGDOM		200008		0000013	074099995	12345678901234 67	Checking	902.00
UNITED KINGDOM		200009		0000014	074099995	12345678901234 67	Checking	1,600.00
UNITED KINGDOM		200010		0000015	074099995	12345678901234 67	Checking	48,821.46
UNITED KINGDOM		200011		0000016	074099995	12345678901234 67	Checking	36,336.00
ALLAH AU AKHEBAR		200004		0000009	111111118	123456789	Checking	1,000.00
Total:								\$1,187,386.13



EFT TRANSACTIONS

Create a GFEBS Download File (1 of 2)

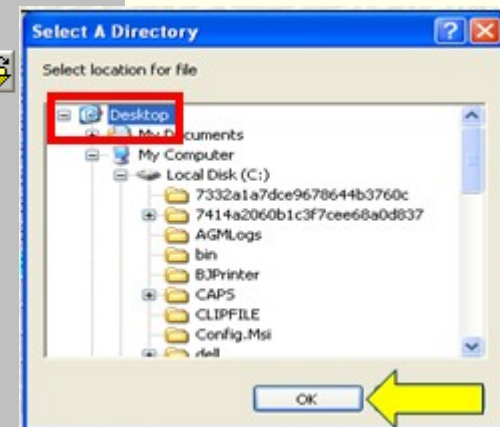
The screenshot shows the GFEBS software interface. At the top, there are tabs for 'Upload', 'Certify/Delete', 'Download', and 'Recreate'. Below these is a table with the following columns: 'Upload Date', 'File Name', 'File Seq. Number', 'Uploaded', 'Downloaded Total', 'Downloaded Check', and 'Downloaded EFT'. The first row of the table is highlighted in blue and contains the following data: '04/27/2012 A', 'GFEBS_ReadyToPay_8850_20120320161231508.txt', '1', '1', '1', '0', and '1'. Below the table, there is a field for '*Filename:' with the text 'C:\DOCUMENTS AND SETTINGS\MARK NORMAN\DESKTOP' entered. At the bottom of the window, there are 'OK' and 'Cancel' buttons.

Upload Date	File Name	File Seq. Number	Uploaded	Downloaded Total	Downloaded Check	Downloaded EFT
04/27/2012 A	GFEBS_ReadyToPay_8850_20120320161231508.txt	1	1	1	0	1

*Filename: C:\DOCUMENTS AND SETTINGS\MARK NORMAN\DESKTOP

OK Cancel

The GFEBS download or "Post Payment File" file must be created before the business day is closed. You will be prompted by DDS if you fail to do so when finalizing your daily DD2657. The Post payment file will be placed on the Corp2 to be sent to GEX.





EFT TRANSACTIONS

Create a GFEBS Download File (2 of 2)

The screenshot shows a file download dialog box with the following elements:

- Toolbar:** Contains icons for file operations (copy, paste, delete, etc.) and navigation (back, forward, home, etc.).
- *Filename:** A text field containing the path `C:\DOCUMENTS AND SETTINGS\MARK_NORMAN\DESKTOP`.
- Buttons:** OK and Cancel.

Two status windows are overlaid on the dialog:

- Forms:** A blue window with an information icon. It displays the message: "Information: Download file DDS_PostPay_8850_00001_20120427104446.txt successfully created." with an **OK** button.
- PROGRESS:** A blue window with a progress bar. It shows "Percent Complete" at **100 %**.



EFT TRANSACTIONS

Website: www.its.gov

its International Treasury Services

Logon

User ID:

Password:

Logon [Forgot UserID](#)

WARNING! You are using an official United States Government website. Unauthorized use or modification of any information on this website is prohibited and may result in civil and criminal penalties. The Government of the United States of America and its persons are hereby notified that the use of this website is for official business only.

[Accessibility](#) [Privacy Policy](#)

U. S. Department of the Treasury

Financial Management Service

ENV: ITS QA - Primary SITE: QA Primary MODE: PROD Cycle Date: Nov 15, 2012

About ITS.GOV

ITS.GOV News

- ITS.gov will be closed on Monday May 31, 2010 for Memorial Day.
- April 28, 29 and 30th are Holidays in Afghanistan.
- All User Provision Requests should be forwarded to the new mailbox at nyits.administrator@ny.frb.org.
- Payments must be available for release and certified through ECS/SPS by 1:00pm Eastern Standard Time.
- ITS.GOV is available for data entry and verification of payments 23 hours per day.
- ITS.GOV customer service is available Sunday from 11:00 pm thru Friday 6:00 pm Eastern Time, please dial (201)531-3777.

DFAS Cleveland News

- Payments must be released by 1:00pm Eastern Time.
- ITS.GOV is available for data entry and verification of payments 23 hours per day.
- ITS.GOV customer service is available Sunday from 11:00 pm thru Friday 6:00 pm Eastern Time, please dial (201)531-3777.

DFAS Columbus News

- ITS.GOV is available for data entry and verification of payments 23 hours per day.
- ITS.GOV customer service is available Sunday from 11:00 pm thru Friday 6:00 pm Eastern Time, please dial (201)531-3777.

- **Users with ITS access must maintain their profile by logging in at least every 30 days**

- **The bulletin board contains messages that are important in the day to day payment operations within the DSSN**


- **Payments cannot be sent on weekends and/or federal holidays to include host nation. They will drop off of the system**





EFT TRANSACTIONS

Upload An International EFT (1 of 3)



International Treasury Services

Financial Management Service
ENV: ITS QA - Primary SITE: QA Primary MODE: PROD Cycle Date: Nov 15, 2012

General
About ITS.GOV

Recurring Payments
View History

Payments
Manage Payments
Purchase Currency
Manage Templates
Additional Services

File Mgmt Services
Pass-thru Files
Agency Files
FedACH Files

Inquiry
Reports
IBAN Validation
Currency Converter

File Management Services : Agency Files

Upload Agency File
Agency: US Army DDS **STEP 2** File Name: C:\Documents and Settings\WNT20090710.00A **STEP 3** **STEP 4**

Retrieve Agency File
Status: Awaiting Verification Agency Type: US Army DDS

Microsoft Internet Explorer
? Are you sure you wish to upload the selected file?
 STEP 5

Select	View	Control Totals	Control Totals	Status	File Name	Download
	Edit					

- The International EFT will be uploaded through "Agency Files"
- The user must have releaser capabilities



EFT TRANSACTIONS

Upload An International EFT (2 of 3)

ITS -- Web Page Dialog

File Control Totals

File Name: INT20090710.00A

Total # of Payments:

USD Amount: **STEP 6**

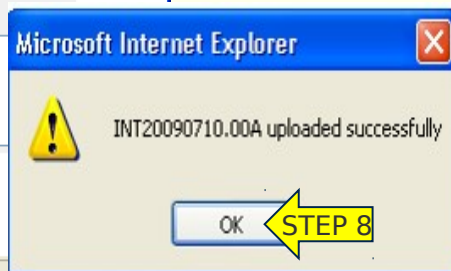
Foreign Amount:

Debit Voucher#:

Comments:

STEP 7

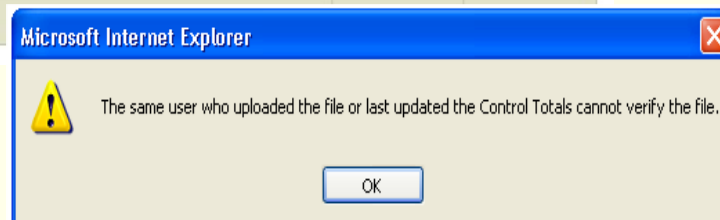
<https://qa.future.its.gov/FMS/Services/enterControlTotals?agency> Internet



On the totals screen, the user will list the number of payments, their USD value, and the debit voucher number used in DDS from the DDOs manual log

Once the payment(s) has been uploaded, another user with releaser capabilities must verify the transaction

Select	View	Control Totals Edit	Control Totals Status	Status	File Name	File Upload Timestamp	File Size	Download
<input type="checkbox"/>			Unmatched	Awaiting Verification	INT20090710.00A	2010-08-19 14:23:20	2120	
<input type="checkbox"/>	Select All	<input type="button" value="Verify"/>	<input type="button" value="Delete"/>					





EFT TRANSACTIONS

Upload An International EFT (3 of 3)

- **Must be another user with "Releaser" capabilities**

Financial Management Service
ENV: ITS QA - Primary SITE: QA Primary MODE: PROD Cycle Date: 2010-08-19 14:23:20 [ITS Help](#) [Logout](#)

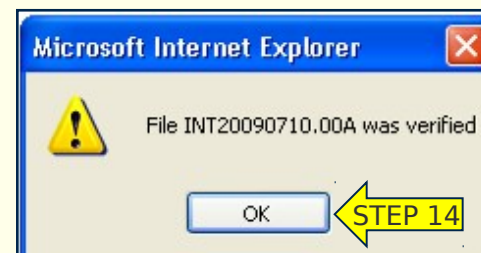
File Management Services : Agency Files

Upload Agency File
Agency: US Army DDS File Name:

Retrieve Agency File
Status: Awaiting Verification Agency Type: US Army DDS **STEP 10**

Record Available

Select	View	Control Totals Edit	Control Totals Status	Status	File Name	File Upload Timestamp	File Size	Download
<input type="checkbox"/> STEP 11			Unmatched	Awaiting Verification	INT20090710.00A	2010-08-19 14:23:20	2120	
<input type="checkbox"/>	Select All	<input type="button" value="Verify"/> STEP 12						





EFT TRANSACTIONS

Access ITS.gov For Posting Of The Five Day Rate (1 of 5)

Financial Management Service
ENV: ITS QA - Primary SITE: QA Primary MODE: PROD Cycle Date: Aug 16, 2010

General
About ITS.GOV

Recurring Payments
View History

Payments
Manage Payments
Purchase Currency
Manage Templates
Additional Services

File Mgmt Services
Pass-thru Files
Agency Files
FedACH Files

Inquiry
Reports **STEP 1**
IBAN Validation
Currency Converter

Inquiry : Reports

[Payments](#)
[Returned Payments](#)
[Currency Purchases](#)
[Recurring Template](#)
[Additional Services](#)
[Agency File Report](#)
[Daily Rates](#) **STEP 2**
[Bank Information](#)
[Foreign Holidays](#)

Inquiry : Reports

Rate Report

ALC: 00008830 [Look Up](#)

Value Date: 08/23/2010 **STEP 3**

Report/File Format: DFAS Generic

Sort Field 1: ASC
Sort Field 2: ASC
Sort Field 3: ASC

Display data-only report ☐

Display results in ☒ Excel ☐ CSV

[View Daily Rates](#) **STEP 4**

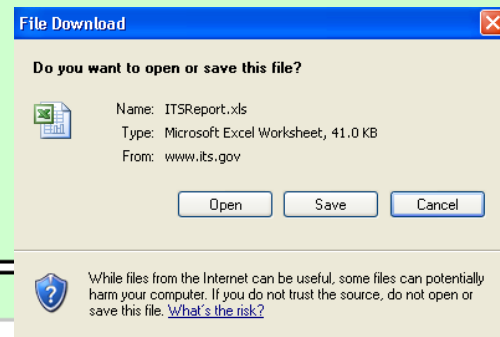
- Day 1: FTF receives ITS rate from DDG, computes payments
- Day 2: FTF Certifies payments
- Day 3: FTF sends to Disbursing Disbursing processes it into DDS, and then into ITS.gov (Day 1 for FRB)(before 1300 Eastern time)
- Day 4: ITS/FRB processes (Day 2 for FRB)
- Day 5: Vendor payment received by bank



EFT TRANSACTIONS

Access ITS.gov For Posting Of The Five Day Rate (2 of

2A)												
1	ITS.gov: Rate Report DFAS Generic											
2	Requested by 00008831											
3	Generated on 09/12/2012 13:57:24											
4	Search Criteria											
5	ALC:	00008831										
6	Rate Precision:	8										
7	Rate Type:	5Day										
8	Value Date:	08/16/2012										
10	Row #	Value Date	Currency	Rate (Divide)	Rate (Multiply)							
11	1	08/16/2012	BHD	0.36540000	2.73672688	D	BAHRAIN	BAHRAIN DINAR				08/13/2012
12	2	08/16/2012	AUD	0.93400000	1.07066381	D	COCOS (KEELING); ISLANDS	AUSTRALIAN DOLLAR				08/13/2012
13	3	08/16/2012	XAF	511.39000000	0.00195546	D	CONGO	CFA FRANC BEAC				08/13/2012
14	4	08/16/2012	XOF	511.39000000	0.00195546	D	COTE D'IVOIRE	CFA FRANC BCEAO				08/13/2012
15	5	08/16/2012	EGP	5.74220000	0.17414928	D	EGYPT	EGYPTIAN POUND				08/13/2012
16	6	08/16/2012	EUR	0.80210000	1.24672734	D	EUROPEAN COUNTRIES	EURO				08/13/2012
17	7	08/16/2012	HUF	315.49000000	0.00464059	D	HUNGARY	FORINT				08/13/2012
18	8	08/16/2012	JPY	77.710000	0.01286836	D	JAPAN	YEN				08/13/2012
19	9	08/16/2012	KWD	0.27340000	3.65764448	D	KUWAIT	KUWAITI DINAR				08/13/2012
20	10	08/16/2012	KZT	141.69000000	0.00705766	D	KAZAKHSTAN	TENGE				08/13/2012
21	11	08/16/2012	ZAR	7.79260000	0.12832687	D	SOUTH AFRICA	RAND				08/13/2012





MODULE 4 - EFT REJECTS OR RETURNS





EFT REJECTS OR RETURNS



Reject: A reject is created by the Treasury when there is information that needs to be corrected before the payment is sent to the bank. i.e. invalid SWIFT code, vendor shows up on OFAC list.

Return: A return is created when the payment makes it all the way to the bank, but the bank

returns it to Treasury. Examples of returns


- R02 – Account Closed
- R03 – No Account/Unable to Locate Account
- R04 – Invalid Account Number
- R14 – Representative Payee Deceased or Unable to Continue in that Capacity
- R15 – Beneficiary or Account Holder Deceased
- R16 – Account Frozen
- R22 – Invalid Individual ID Number



EFT REJECTS OR RETURNS



Retrieve A Domestic/ International ITS EFT Reject (1

**Financial Management Service**
ENV: ITS QA - Primary SITE: QA Primary MODE: PROD Cycle Date: Nov 15, 2012
[ITS Help Logout](#)

General
About ITS.GOV

Recurring Payments
View History

Payments
Manage Payments
Purchase Currency
Manage Templates
Additional Services

File Mgmt Services
Pass-thru Files
Agency Files
FedACH Files **STEP 1**



Inquiry
Reports
IBAN Validation
Currency Converter

File Management Services : FedACH Files

Upload FedACH File
Agency: ACH Kandahar File Name:

Retrieve FedACH File
Status: Transferred File Type: Return Kandahar File Upload Date(mm/dd/yyyy): 07/31/2010 **STEP 3** - 08/31/2010 **STEP 4** **STEP 5**
Awaiting Transfer
In Progress
Transferred **STEP 2**

No Record Available

Select	View	Status	File Type	File Name	File Xfer Timestamp	File Size	
<input type="checkbox"/>		Transferred	Return	BRM_RTN_20100831100345.001	2010-08-31 11:29:48	950	



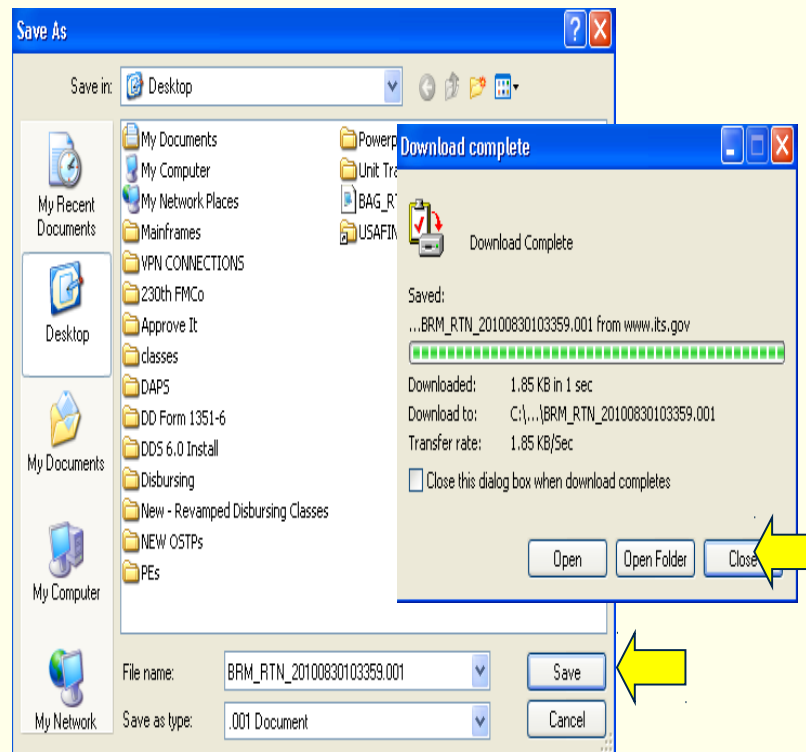
Select	View	Status	File Type	File Name	File Xfer Timestamp	File Size	
<input type="checkbox"/>	 	Transferred	Return Bagram	BRM_RTN_20100831100345.001	2010-08-31 11:29:48	950	 
<input type="checkbox"/>		Transferred	Return Bagram	BRM_RTN_20100830103359.001	2010-08-30 11:51:10	1900	

File name : BRM RTN 20100830103359.001

File Contents:

[illegible]

If the file is viewed.






EFT REJECTS OR RETURNS



Retrieve An International ITS EFT Reject (1 of 2)

**International Treasury Services**

Financial Management Service
ENV: ITS Production - Primary SITE: Production Primary MODE: PROD Cycle Date: Aug 31, 2010

General
About ITS.GOV

Payments
Manage Payments
Purchase Currency
Manage Templates
Additional Services

File Mgmt Services
Pass-thru Files
FedACH Files

Inquiry
Reports
IBAN Validation
Currency Converter

Inquiry : Reports
[Payments](#)
[Returned Payments](#)
[Currency Purchases](#)
[Recurring Templates](#)
[Additional Services](#)
[Agency File Report](#)
[Daily Rates](#)
[Bank Information](#)
[Foreign Holidays](#)

ALC: 00008830 [Look Up](#)
Entry Date: 08/01/2010 - 08/31/2010 (mm/dd/yyyy)
Value Date: - (mm/dd/yyyy)
Mode of Payment: ELECTRONIC
Type of Payment: VENDOR-CHARGE OUR
Status: Payment Acknowledged
Client/Commodities: All
Recipient Id:
Recipient Name:
Schedule #:
Transaction Ref #:
Payment Currency: All
Foreign Amount: -
USD Amount: -
Check/EFT Ref #:
Secondary Status: RETURNED
Secondary Status Date: - (mm/dd/yyyy)
Deposit Ticket #:

View Report



EFT REJECTS OR RETURNS



Retrieve An International ITS EFT Reject (2 of 2)

ITS.gov: Returned Payment Summary w/ Formatted Detail

[New Search](#)

Requested by 20005579

Generated on 08/31/2010 17:05:41

Search Criteria

Agency: 00008830

Entry Date: 08/01/2010 - 08/31/2010

Mode of Payment: ELECTRONIC

Details of Charges: VENDOR-CHARGE OUR

Status: PAYMENT ACKNOWLEDGED

Secondary Status: RETURNED

View	Agency	Secondary Status Date	Deposit Ticket Number	Foreign Amount	USD Amount
	00008830	08/27/2010	0	7,025.92	7,025.92
	00008830	08/20/2010	0	1,450.00	1,450.00
	00008830	08/20/2010	0	1,100.00	1,100.00
	00008830	08/19/2010	0	14,700.00	14,700.00

[Summary](#)

ITS.gov

Returned Payment Detail Report

8/31/10 5:05:03 PM

ALC: 00008830 US ARMY - BAGRAM

Schedule Number: 0006369AFN

Recipient ID: 0006369

Mode of Payment: ELECTRONIC

Status: Payment Acknowledged

Sender's Reference: 0010080310026190

Check Number/ Wire Trace Number#: G1402160134301

Release Date: 08/03/2010

Value Date: 08/05/2010

Debit Currency: USD

USD Amount: 21,817.37

Exchange Rate: 45.52

Ordering Customer Name/Address

US ARMY - BAGRAM
8899 EAST 56TH ST
INDIANAPOLIS, IN 46249-3000

Recipient Name/Address

0802-01701964
CHAMPION LOGISTICS

Secondary Status Date: 08/18/2010

Secondary Status: RETURNED

Deposit Ticket Number: 0

Return Reason:

08/18/2010 payment returned via fedach
Reason: Recipient account is closed

Payment Currency: AFN

Payment Amount: 993,126.59

Intermediary Bank Name/Address

Recipient Bank Account/Name/Address

ALFHAFKAXXX

Recipient Information:

RMR*01*CL-EDGERS-INV-103*PO*993126
NTE*PMT*GOODS/SERVICES RENDERED\

Bank to Bank Details



EFT REJECTS OR RETURNS



PIR (1 of 5)

fms

Enterprise Single Sign On

[Change Password](#) [Forgot your Password?](#) [Forgot your User Id?](#) [Register](#) [?](#)

Log In To: <https://pir.fms.treas.gov/pir-web>

Select an authentication method and enter your credentials

Log In using your FMS:

SSO User ID and Password ▶

[SecurID Token](#)

[PKI Certificate](#)

To log in using your FMS Single Sign On User ID and Password, please enter your User ID and Password.

User ID:

Password:

- Once access is granted, a unique user ID and password will be given
- Upon entering the profile, the DoD warning message will appear

WARNING
WARNING
WARNING

You have accessed a United States Government automated system, which run on it, are not to be disclosed as allowed by federal law.

and criminal penalties. This computer and the network, not expect it. Communications made using this

[Accessibility](#) | [Contacts](#) | [Privacy Policy](#)

U. S. Department of the Treasury - Financial Management Service



EFT REJECTS OR RETURNS



PIR (2 of 5)

Click on "Run Report"

Click on "EFT Payment Voucher"

The screenshot shows the 'Reports' section of a web application. The top navigation bar includes 'Reports' and 'Business Intelligence'. The user is logged in as 'JA Myrda'. Below the navigation bar, there are two buttons: 'Run Report' and 'Schedule Report'. A yellow callout points to the 'Run Report' button, with the text 'Click on "Run Report"'. Below the buttons, there is a table titled 'Generated Reports'. The table has columns for 'Report Type', 'Generated Date', 'Format', and 'Action'. A dropdown menu is open from the 'Run Report' button, showing a list of report types: 'Check Payment Detail', 'Check Payment Summary', 'EFT Payment Detail', and 'EFT Payment Voucher'. A yellow callout points to the 'EFT Payment Voucher' option, with the text 'Click on "EFT Payment Voucher"'. The 'EFT Payment Voucher' option is highlighted in blue. Below the dropdown menu, the table 'Generated Reports' is partially visible, showing the same columns as the one above.



EFT REJECTS OR RETURNS



PIR (3 of 5)

EFT Payment Voucher Report

ALC

ALC Group:

ALC(s):

Select date range

Date Information

Voucher Date:

Voucher Period:

TGA Posted Date:

Business Date:

Query by Voucher #

Voucher Information

Audit Number:

Voucher Number:

Voucher Amount:

RTN:

Programs:
ASAP
CCC Admin
CCC Direct Debit
FMS Non-Dollar Adjustment
FRB FedACH

Type ALC

Sort By:

Sort Direction:

HTML
PDF
Excel
CSV

Click on "Run Report"

Run Report Close



EFT REJECTS OR RETURNS



PIR (4 of 5)



Report Created On: 03/04/2013 2:10 PM

EFT Payment Voucher Report

, Voucher Date From: 01/28/2013, Voucher Date To: 02/11/2013

Total Credit Amount: \$31,796.84
Total Debit Amount: \$3,700,863.02
Total Amount: (\$3,669,066.18)

Total Credit Count : 2
Total Debit Count : 29
Total Count of Vouchers : 31

ALC	Voucher Number	Voucher Date	Voucher Amount	RTN	Program	TGA Posted Date	Business Date	DR/CR	Source System	Reason	Original Voucher
00008830	023433	01/29/2013	\$10,804.96	021736052	ITS.gov	01/29/2013	01/29/2013	DEBIT	FRB CASHLINK		023433
00008830	023434	01/29/2013	\$85,889.90	021736052	ITS.gov	01/29/2013	01/29/2013	DEBIT	FRB CASHLINK		023434
00008830	023435	01/29/2013	\$313,606.09	021736052	ITS.gov	01/29/2013	01/29/2013	DEBIT	FRB CASHLINK		
00008830	025014	01/29/2013	\$1,500,000.00	021736052	ITS.gov	01/29/2013	01/29/2013	DEBIT	FRB CASHLINK		
00008830	301254	01/29/2013	\$28,520.00	061036903	FRB FedACH	01/29/2013	01/29/2013	CREDIT	FRB CASHLINK		
00008830	023438	01/30/2013	\$9,000.00	021736052	ITS.gov	01/30/2013	01/30/2013	DEBIT	FRB CASHLINK		
00008830	023436	01/30/2013	\$23,752.37	021736052	ITS.gov	01/30/2013	01/30/2013	DEBIT	FRB CASHLINK		023436
00008830	023437	01/30/2013	\$37,409.25	021736052	ITS.gov	01/30/2013	01/30/2013	DEBIT	FRB CASHLINK		023437
00008830	023440	01/31/2013	\$17,330.15	021736052	ITS.gov	01/31/2013	01/31/2013	DEBIT	FRB CASHLINK		023440
00008830	023441	01/31/2013	\$21,800.00	021736052	ITS.gov	01/31/2013	01/31/2013	DEBIT	FRB CASHLINK		023441
00008830	023439	01/31/2013	\$70,212.89	021736052	ITS.gov	01/31/2013	01/31/2013	DEBIT	FRB CASHLINK		023439
00008830	023442	02/01/2013	\$16,600.00	021736052	ITS.gov	02/01/2013	02/01/2013	DEBIT	FRB CASHLINK		023442
00008830	023445	02/04/2013	\$4,006.42	021736052	ITS.gov	02/04/2013	02/04/2013	DEBIT	FRB CASHLINK		023445
00008830	023444	02/04/2013	\$8,519.18	021736052	ITS.gov	02/04/2013	02/04/2013	DEBIT	FRB CASHLINK		023444
00008830	023443	02/04/2013	\$84,275.83	021736052	ITS.gov	02/04/2013	02/04/2013	DEBIT	FRB CASHLINK		023443
00008830	023446	02/04/2013	\$531,271.69	021736052	ITS.gov	02/04/2013	02/04/2013	DEBIT	FRB CASHLINK		023446

"Credit"
represents EFT
reject/return



EFT REJECTS OR RETURNS



PIR (5 of 5)



EFT Payment Detail Report

Report Created On: 03/04/2013 2:19 PM

No Data found for the specified report criteria.

Parameters that were passed in

Format = DHTML
Sort By = PMT_ID
PIR User ID = 324
User is ALC Based = Y
Voucher Number = 301254
Voucher Date = 20130129
ALC = 00008830
Voucher Amt = 28520.00
Debit/Credit(CR_DBT_IND_CD) = CREDIT

"Credit"
represents EFT
reject/return

CREDIT



EFT REJECTS OR RETURNS



Process A Manual (International or Domestic) EFT Reject (1 of 6)

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Exchange Transactions (U.S./Foreign Currency)

Disbursements

Collections

Deposit

Debit Voucher

Loss of Funds

Refused Voucher

Manual

DD 1131 - Cash Collection Voucher

SF 1098 - Sched of Canceled or Undeliv Checks

Reverse

Savings Deposit Program

• Pro
• Col
• DD

- An EFT will reject for a number of reasons, so the DDO cell must check PIR daily for EFT rejects being posted
- Once the reject has posted, the DDO will retrieve the deposit ticket and have a “cashier” input it into DDS. The DD Form 1131 must be entered by someone with input capabilities and certified by someone with certifier capabilities
- The Deposit Ticket must be processed to mirror the one in PIR to account for the rejected EFT payment. Failure to do so will result in a line on the AUT report

DD1131

Cash Collection Voucher

*Collection Type: REFUND

Disbursing Office

Collection Voucher No.

Receiving Office

Collection Voucher No.

Activity (Name & Location)

Person Institution

Institution

15TH FMCO

Query

US Foreign

KANDAHAR

APD AE 09036

Received and (Printed name and signature)

Name

15TH FMCO

Title

Date Received

09/12/2012

*Curr Cd *Amount *Exch Rate NI US Equip Type NI Number NI Date Name

Current date of business



EFT REJECTS OR RETURNS



Process A Manual (International or Domestic) EFT Reject (2 of 6)

DISBURSING

Activity (Name and location, include Zip Code)
1 15TH FINANCIAL MANAGEMENT COMPANY
CAMP LIBERTY IRAQ

Disbursing Officer (Name and title)
ANTHONY . COLE
DISBURSING OFFICER

DSSN
8550

Date Received (subject to collection)
01/15/2010 A

Period: From: 01/19/2010 To: 01/19/2010

Both dates are current business day

*Curr Cd	*Amount	*Exch Rate	US Equip	NI Type	NI Number	NI Date	Name
US	1,000.00	1	1000.00	OT	123456	07/15/2009	SALAM CONSTRU

Deposit ticket number (SF 215) from PIR

Deposit ticket date (SF 215) from PIR



EFT REJECTS OR RETURNS



Process A Manual (International or Domestic) EFT Reject (3 of 6)

DD1131

Remitter Total: 0.00 Remitter 1 of 1

Date Received: 07/28/2012

*Name of Remitter Description of Remittance
EFT REJECT COLLECTION

Detail Description of Purpose for which Collections were received
DEPOSIT TICKET NUMBER: 12345
SALAM CONSTRUCTION
CONTRACT NUMBER: W931P139139
INVOICE NUMBER: 21456
REASON REJECTED: INVALID ACCT NUMBER (R04)

Accounting Lines

*DPI	Document										Mat	Mat
Cd	*FY	*APC	EOR	*US	Equivalent	Reference	IBOP	*ODC	WCD	Cd	Qty	Disc
7K	2	0232	26EB		1,000.00	W931P139139	US	2				

The accounting line must be exactly the same as the accounting line on the original payment (SF 1034). This will re-credit the appropriation since the payment never actually took place due to the reject

OK

Cancel



EFT REJECTS OR RETURNS



Process A Manual (International or Domestic) EFT

Reject (4 of 6) The DDO Form 1131 must be certified

DD1131 Remitters

Choose a Certification Method:

System

DD1131

Cash Collection Voucher

*Collection Type: REFUND

Disbursing Office Collection Voucher No. CV

Receiving Office Collection Voucher No.

Activity (Name & Location) Person Institution

Received and Forwarded By (Printed name, title and signature)

CASH COLLECTION VOUCHER

DISBURSING OFFICE COLLECTION VOUCHER NUMBER 000002

RECEIVING OFFICE COLLECTION VOUCHER NUMBER

ACTIVITY (Name and location) JOHN SMITH FOR IRAQ

RECEIVED AND FORWARDED BY (Printed name, title and signature) JOHN SMITH DISBURSING AGENT

ACTIVITY (Name and location) 15TH FINANCIAL MANAGEMENT COMPANY CAMP LIBERTY IRAQ APO AE09165

DISBURSING OFFICER (Printed name, title and signature) ANTHONY J. COLE DISBURSING OFFICER

DISBURSING STATION SYMBOL NUMBER 8550

DATE 07/23/2009

PERIOD: From 07/28/2009 To 07/28/2009

DATE RECEIVED	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	CL
07/28/2009	EFT REJECT COLLECTION	DEPOSIT TICKET NUMBER 212345	1000.00	21 9 20 0204 13

- Depending on the DDO cell set-up, once the voucher number has been assigned, the cashier may process the deposit ticket into DDS or conduct a full return to the DDO (returning the CCV and EFT reject ("OT" negotiable instrument)) for the DDO to process the deposit ticket

Confirm Collect

Is the current DD1131 the one being collected?

OK

Forms

Information: Voucher Number 000002 assigned.

OK



EFT REJECTS OR RETURNS



Process A Manual (International or Domestic) EFT

Reject (5 of 6)

File Processing Manual CHECK/EFT Reports System Accounting Screen

Exchange Transactions (U.S./Foreign Currency)
Disbursements
Collections
Deposit

Deposit ticket date (SF 215) from PIR

Deposit ticket number (SF 215) from PIR

Input

Deposit To: ☒ US Treasury ☐ ED Account

Currency Code:

*Date of Deposit: 07/23/2009

Deposit Ticket: *Ticket Number: 000002

*Deposit Amount:

Bank

*Exchange Rate: 1

US Equivalent: .00

System

Exchange Rate: 1

US Equivalent:

Calculated Differences

Exchange Gain or Loss:

Deposited Items

*Currency Code: US

Type: ☐ Cash ☒ Check

Cash Amount:

VLT

Negotiable Instruments

	Site	User Cd	NI Type	NI Number	NI Date	Amount	Name	SSN	US Equivalent
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									

Attach Checks

Total Amount:

Total US Equivalent:



EFT REJECTS OR RETURNS



Process A Manual (International or Domestic) EFT Reject (6 of 6)

Input Negotiable Instruments Confirm

Site	NI Type	NI Number	NI Date	SSN	Amount	IRN
001	CAO	OT	123456	07/15/2009	1,000.00	SALAM CONSTRU

Input Negotiable Instruments Confirm

Site Cd NI Type NI Number NI Date Amount Name SSN US Equivalent IRN

001 CAO OT 123456 07/15/2009 1,000.00 SALAM CONSTRU

- Once the CCV and deposit ticket have been processed, the cashier will return them to the DDO

Input Negotiable Instruments Confirm

Deposit To: US Treasury

Currency Code: *To Account: US

*Date of Deposit: 07/23/2009

Deposit Ticket: *Ticket Number: 000002

*Deposit Amount: 1000.00

Bank: Exchange Rate: 1

US Equivalent: 1,000.00

System: Exchange Rate:

US Equivalent:

Deposited Items

*Currency Code: US

Type: Cash SVC

Deposit Ticket Number: 2

Account Deposited To: US Treasury

Check Deposit

Negotiable Instrument items deposited in C

NI Type: OT

Check Number: 123456

Total:

STANDARD FORM 1215 (Rev. 9-79)
PRESCRIBED BY DEPT. OF THE TREASURY
5010-108-0000

DEPOSIT TICKET

DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE

TICKET NUMBER: (1) 2

DATE PRESENTED OR MAILED TO BANK: (2) 072309

8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC): (3) 0008550-0

AMOUNT: (4) 1,000.00

(6) DEPOSITARY USE

(7) NAME AND ADDRESS OF DEPOSITARY: 15TH FINANCIAL MANAGEMENT COMPANY, CAMP LIBERTY, IRAQ, APO AE 09165

(8) US Treasury

(9) DEPOSITOR'S TITLE, DEPARTMENT OR AGENCY AND ADDRESS

AUTHORIZED SIGNATURE

CONFIRMED DATE

1000.00



EFT REJECTS OR RETURNS



Process An ITS EFT Reject (1 of 4)

DDS [CIN-48624983] - [Main]

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Interface Processing
Check/EFT for Cash
Check
EFT
SF 1149 - Statement of LDA

Create Domestic EFT File
Create International EFT File
Process Reject/NOC's

EFT Reject Process

Deposit Ticket Nbr Deposit Amount Deposit Date

Create Deposit Upload File

EFT Reject Files

File Name	Amount	Rejects	NOCs

Details

Name	Amount	Tracer Nbr	Sent Dt	DOV Nbr/Y

Rejects: NOCs: Total Amount:

Open

Select EFT Reject File

Look in: Desktop

New - Revamped Disbursing Classes
NEW OSTPs
PEs
Powerpoint Presentations
Unit Training Folder
BAG_RTN_20100804044468.001

BRM_RTN_20100830103359.001
EFT20090728.00A
EFT20100819.00A
EFT20100819.00B
INT20090710.00A
USAFINCOM OST

File name: BRM_RTN_20100830103359.001

Files of type: EFT REject Files (*.00?)

Open Cancel

[illegible]



EFT REJECTS OR RETURNS



Process An ITS EFT Reject (3 of 4)

EFT Reject Process

Deposit Ticket Nbr: 001554 Deposit Amount: 10,684.88 Deposit Date: 08/08/2012 [Create Deposit] [Upload File]

EFT Reject Files

File Name	Amount	Rejections	NOCs
<input checked="" type="checkbox"/> BRM_RTN_20120425115431.001	10684.88	1	0
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Details

Name	Amount	Tracer Nbr	Sent Dt	DOV Nbr/Purpose	Source	Rsn Cde
ELECTRICAL INNOVATORS INC	10684.88	8	01/14/2012	224007	CAPS	R02

Rejects: 1 NOCs: 0 Total Amount: 10,684.88

Ticket info obtained from deposit ticket retrieved from PIR



EFT REJECTS OR RETURNS



Process An ITS EFT Reject (4 of 4)

Collection Voucher Nbr-- 000000000010
Deposit Ticket Nbr-- 001554

08/29/2012 15:55:19

EFT Reject / NOC Listing
DSSN: 8850 SITE: 00001
Office Rtn: 314074269
08/29/2012 F

File Name: BRM_RTN_20120425115431.001

Name	DOV Nbr/ Purpose	Tracer No.	RTN/ SWIFT Code	Account/ IBAN No.	Curr Code	US Equivalent	RSN Reason	
ELECTRICAL INNOVATORS	224007	8	02100120		US	10,684.88	R02 ACCOUNT CLOSED	10,684.88

- EFT Report
- Deposit Ticket
- DD Form 1131

Reason Code info
provided on EFT
Reject notice

STANDARD FORM 1215 (Rev. 9-70)
PRESCRIBED BY DEPT. OF THE TREASURY
5710-108-0000

DEPARTMENT OF THE ARMY
FINANCIAL MANAGEMENT

DEPOSIT TICKET

TICKET NUMBER	DATE PRESENTED OR MAILED TO BANK M D D Y Y	8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)	AMOUNT
(1) 1554	(2) 080812	(3) 0008850-0	(4) 10,684.88

(5) DEPOSITARY USE

U.S. ARMY FINANCIAL MANAGEMENT COMMAND
8899 EAST 56TH STREET
INDIANAPOLIS, IN 46249-3000

(7) NAME AND ADDRESS OF DEPOSITARY
US Treasury

(8) I CERTIFY THAT THE ABOVE AMOUNT HAS BEEN DEPOSITED TO THE ACCOUNT OF THE
TREASURY ON THE DATE SHOWN. UNCOLLECTIBLE ITEMS HAVE BEEN RETURNED TO
THE DEPOSITOR OR APPROPRIATE NOTICE GIVEN.
M D D Y Y

(9) DEPOSITOR'S TITLE, DEPARTMENT OR AGENCY AND ADDRESS

AUTHORIZED SIGNATURE

CONFIRMED DATE

CASH COLLECTION VOUCHER

DISBURSING OFFICE COLLECTION VOUCHER NUMBER
000010

RECEIVING OFFICE COLLECTION VOUCHER NUMBER

Receiving Office

ACTIVITY (Name and location)

RECEIVED AND FORWARDED BY (Printed name, title and signature)

DATE

Disbursing Office

ACTIVITY (Name and location) US ARMY FINANCIAL MANAGEMENT COMMAND
8899 EAST 56TH STREET
INDIANAPOLIS, IN 46249-3000

DISBURSING OFFICER (Printed name, title and signature)
OMAR S TYSON
DISBURSING OFFICER

DISBURSING STATION
SYMBOL NUMBER
8850

DATE
20120829F

PERIOD: From To

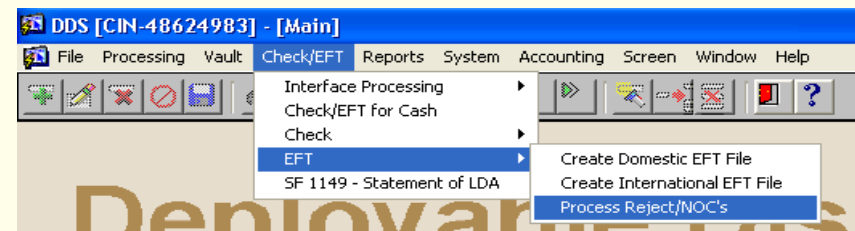
DATE RECEIVED	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
08/29/2012	ELECTRICAL INNOVATORS Voucher: 224007 Tracer: 8		4202.00	21 8d 2 2020 0000 90 0000 000000000000 233B US W51CPL01MM1157 3CCH S09074 21 8d 2 2020 0000 90 0000 000000000000 233B US W51CPL01MM1157 3CCH S09074
			6482.88	



EFT REJECTS OR RETURNS



Process An ITS EFT Reject with GFEBS LOA (1 of 7)



EFT Reject Process

Deposit Ticket Nbr: Deposit Amount: Deposit Date:

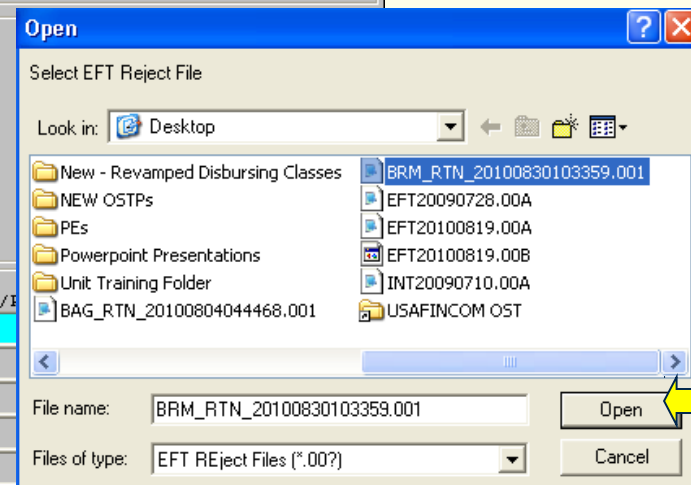
EFT Reject Files

File Name	Amount	Rejects	NOCs
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Details

Name	Amount	Tracer Nbr	Sent Dt	DOV Nbr/Y

Rejects: NOCs: Total Amount:





EFT REJECTS OR RETURNS



Process An ITS EFT Reject with GFEBS LOA (2 of 7)

Tracer	Payee Name	Amount	RSN
5	ITT FEDERAL SERVICES I	80.00	R03

DOV: Purpose: LDA Currency Code: Original Exchange Rate: LDA Amount:

DPI	CD	FY	APC	EOR	US Equivalent	Document Reference

Forms

Information: Accounting Lines must be input for GFEBS transactions.

Total US Equivalent:



EFT REJECTS OR RETURNS



Process An ITS EFT Reject with GFEBS LOA (3 of 7)

Payee: ZIA SALARZAI Voucher Type: Curr: US Voucher Amount: 22,880.00
US Equivalent: 22,880.00

*DPI						Document				Mat	Mat	
Cd	*FY	*APC	ROR		*US Equivalent	Reference	IBOP	*ODC	WCD	Cd	Qty	Disc
7K	3	8AAB	0000		22,880.00	P0450200786000	US	2				

- The TFO APC for a GFEBS LOA is determined by the Fund Center. The Fund Center is found by doing an ME23N in GFEBS. The information may be researched by disbursing office personnel if access is given to GFEBS, otherwise obtain from the Fund The Force Section.
- Example: Fund Center A8AAB = DDS TFO APC: 8AAB

INSERTING ACCOUNTING LINE

Total US
Equivalent: 22,880.00

21 3 2020 0000 8A 8AAB 000000000000 0000 US P0450200786000 8AAB 7K 000000 021001

OK

Cancel



EFT REJECTS OR RETURNS



Process An ITS EFT Reject with GFEBS LOA (4 of 7)

Tracer	Payee Name	Amount	RSN
1	ZIA SALARZAI	22,880.00	R03

DOV: 200001 Purpose: LDA Currency Code: Original Exchange Rate:
LDA Amount:

DPI	CD	FY	APC	BOR	US Equivalent	Document Reference	IBOP	ODC	WCD	Mat Cd	Mat Qty	DISC
7K	3	8AAB	0000	22,880.00	P0450200786000	US	2	W8850				N

21 3 2020 0000 8A 8AAB 000000000000 0000 US P0450200786000 8AAB 7K 000000 (Total US Equivalent: 22,880.00



File Upload Process

Process File

Cancel

Back

Rejects:	1	NOCs:	0	Total Amount:	22,880.00
----------	---	-------	---	---------------	-----------



EFT REJECTS OR RETURNS



Process An ITS EFT Reject with GFEBS LOA (6 of 7)

EFT Reject Process

Deposit Ticket Nbr: 000001 Deposit Amount: 22,880.00 Deposit Date: 04/11/2013

EFT Reject Files

File Name	Amount	Rejects	NOCs
<input checked="" type="checkbox"/> BRM_RTN_20120425115433.001	22880.00	1	0
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Details

Name	Amount	Tracer Nbr	Sent Dt	DOV Nbr/Purpose	Source	Rsn Cde
ZIA SALARZAI	22880.00	1	04/11/2013	200001	GFEBS	R03

Rejects: 1 NOCs: 0 Total Amount: 22,880.00

- Ticket info obtained from deposit ticket retrieved from PIR



EFT REJECTS OR RETURNS



Process An ITS EFT Reject with GFEBS LOA (7 of 7)

08/29/2012 15:55:19

Collection Voucher Nbr-- 000000000010
Deposit Ticket Nbr-- 001554

EFT Reject / NOC Listing
BSSN: 8850 SITE: 00001
Office Rtn: 314074269
08/29/2012 F

File Name: BRM_RTN_20120425115431.001

Name	DOV Nbr/ Purpose	Tracer No.	RTN/ SWIFT Code	Account/ IBRN No.	Curr Code	US Equivalent	RSN	Reason	Amount
ELECTRICAL INNOVATORS	224007	8	02100120		US	10,684.88	R02	ACCOUNT CLOSED	10,684.88

- EFT Report
- Deposit Ticket
- DD Form 1131

Reason Code info
provided on EFT
Reject notice

STANDARD FORM 115 (Rev. 9-78)
PRESCRIBED BY DEPT. OF THE TREASURY
517015-3000

DEPARTMENT OF THE ARMY
FINANCIAL MANAGEMENT

DEPOSIT TICKET

TICKET NUMBER	DATE PRESENTED OR MAILED TO BANK M M D D Y Y	8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)	AMOUNT
(1) 1554	(2) 080812	(3) 0008850-0	(4) 10,684.88

(5) DEPOSITARY USE

U.S. ARMY FINANCIAL MANAGEMENT COMMAND
8899 EAST 56TH STREET
INDIANAPOLIS, IN 46249-3000

(7) NAME AND ADDRESS OF DEPOSITARY
US Treasury

(8) CERTIFY THAT THE ABOVE AMOUNT HAS BEEN DEBITED TO THE ACCOUNT OF THE
DEBITOR ON THE DATE SHOWN. UNLESS THESE ITEMS HAVE BEEN RETURNED TO
THE DEPOSITOR OR APPROPRIATE NOTICE GIVEN.
M M D D Y Y

(9) DEPOSITOR'S TITLE, DEPARTMENT OR AGENCY AND ADDRESS

AUTHORIZED SIGNATURE

CONFIRMED DATE

DISBURSING OFFICE COLLECTION VOUCHER NUMBER
000010

RECEIVING OFFICE COLLECTION VOUCHER NUMBER

ACTIVITY (Name and location)

RECEIVED AND FORWARDED BY (Printed name, title and signature)

DATE

ACTIVITY (Name and location) US ARMY FINANCIAL MANAGEMENT COMMAND
8899 EAST 56TH STREET
INDIANAPOLIS, IN 46249-3000

DISBURSING OFFICER (Printed name, title and signature)
OMAR STYSON
DISBURSING OFFICER

DISBURSING STATION
SYMBOL NUMBER
8850

DATE
20120829F

PERIOD: From To

DATE RECEIVED	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
08/29/2012	ELECTRICAL INNOVATORS Voucher: 224007 Tracer: 8		4202.00	21 8d 2 2020 0000 20 0000 000000000000 233E US W91CPL01MM1157 SCCH 509076
			6482.88	21 8d 2 2020 0000 20 0000 000000000000 233E US W91CPL01MM1157 SCCH 509076



MODULE 5 - TREASURY CHECKS





TREASURY CHECKS

Create A Treasury Check (TC) For Manual Payment (1

of 3)

File Exchange Vault Check/EFT Reports System Accounting Screen Window Help

Exchange Transactions (U.S./Foreign Currency)

- Disbursements
 - Manual
 - Military Payments
 - SF 1034 - Pub Voucher for Purch Svcs Oth Pers
 - SF 1040 - Public Voucher for Defunds
- Collections
- Deposit

STEP 3

*Curr Code: **US** Exchange Rate: 1 *Payment Type: **CHECK** **STEP 2** *Voucher Series: CA1 Pay

Payee
☐ Person **STEP 1** ☒ Institution

Name
CURRAN COMPUTER SUPPLY Query

Address
☒ US ☐ Foreign
8899 EAST 56TH STREET
LA CA 55555

Available Loads Remove Load

*Contract/Requisition Mbr: W91GEU12M01234
*Contract/Requisition Date: 09/03/2012
*Invoice Number: 123-AS
*Invoice Date: 09/03/2012
*Amount: 10,000.00
Total US Equiv: 10,000.00

Information must be obtained directly from the externally certified SF 1034

Accounting Lines

DPI	CD	FY	APC	BOR	US Equivalent	Document Reference	IBOP	ODC	Mat Cd	Mat Qty	DISC
7K	2	217M	26EB		10,000.00	WGE45621360909	US	2			N

21 8D 2 2020 0000 90 0000 000000000000 26EB US WGE45621360909 217M 00000000 Total US Equivalent: 10,000.00



TREASURY CHECKS

Create A Treasury Check (TC) For Manual Payment (2

of 3)

Software interface for creating a Treasury Check (TC) for manual payment. The interface includes a toolbar, a main form with various fields, and a summary section at the bottom.

Top Bar:

- *Curr Code: US
- Exchange Rate: 1
- *Payment Type: CHECK
- *Voucher Series: CA1
- Pay button (highlighted with a yellow arrow)

Payee Information:

- Payee: ☐ Person ☒ Institution
- Name: CURRAN COMPUTER SUPPLY
- Address: 8899 EAST 56TH STREET, LA, CA 55555
- Query button

Available Loads:

- *Contract/Requisition Nbr: W91GEU12M01234
- *Contract/Requisition Date: 09/03/2012
- *Invoice Number: 123-AS
- *Invoice Date: 09/03/2012
- *Amount: 10,000.00
- Total US Equiv: 10,000.00
- Remove Load button

Accounting Lines:

DPI	CD	FY	APC	FOR	US Equivalent	Document Reference
7K	2	217M	26EB		10,000.00	WGE4562136090

Summary:

21 8D 2 2020 0000 90 0000 000000000000 26EB US WGE45621360909 217M 00000000 Total US Equivalent: 10,000.00

Certifying Officer Dialog:

Enter Certifying Officer's Name

*Last Name	*First Name	MT
CERTIFIER	CERT	

OK Cancel

Annotation: Name of certifier that signed the SF1034 (pointing to the First Name field in the Certifying Officer dialog)



Create A Treasury Check (TC) For Manual Payment (3 of 3)

[illegible]

Ensure the next available check number is correct (if not, this will effect the level 8 report)



TREASURY CHECKS

Canceled Or Undelivered Checks (SF 1098) (1 of 4)

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Exchange Transactions (U.S./Foreign Currency)
Disbursements
Collections
Deposit
Debit Voucher
Loss of Funds

Manual
DD 1131 - Cash Collection Voucher
SF 1098 - Sched of Canceled or Undeliv Checks
Reverse

SF1098 Details

Certify Reject

*Currency: US Exchange Rate: 1.00

SCHEDULE OF CANCELED OR UNDELIVERED CHECKS

CANCELED UNDELIVERED

Department or Establishment
DEPARTMENT OF ARMY

Bureau or Office
15TH FINANCIAL MANAGEMENT COMPANY

Location
CAMP LIBERTY IRAQ APO AE 09165

Accounting Period
01/15/2010 A to 01/15/2010 A

Schedule Number
Sheet Number
1 of 1
D.O. Symbol Number
8550
Agency Location Code (A)

Date of Voucher Nbr



TREASURY CHECKS

Canceled Or Undelivered Checks (SF 1098) (2 of 4)

SF1098 Details

Currency Code: **0**

*Check Nbr: **1007** *Amount:

*Check Date: **01/15/2010** *Exchange Rate:

Voucher Number: **200003** US Equivalent:

Payee Information

☐ Person ☒ Institution ☐ Interface

Name
FOWLERS FAMILY CAR WASH

Accounting Lines

DPI	CD	FY	APC	EOR	US Equivalent	Document Reference	IBOP	OR
		9	0232	0000	1,000.00	W9D3117M01	US	2

- Select the “details” tab in order to enter the TC number to be marked as canceled or undeliverable
- Enter the TC number:
 - The information for the TC should appear
 - If no information appears, the TC information will need to be entered manually
- Once the correct TC information is displayed, choose the “Select” key in order to add the check to the front of the SF 1098
- Choose the “SF 1098” tab in order to verify and save

SF1098

Currency Code: **US**

*Check Nbr: *Amount:

*Check Date: *Exchange Rate: **1.00**

Voucher Number: US Equivalent:

Select



TREASURY CHECKS

Canceled Or Undelivered Checks (SF 1098) (3 of 4)

Toolbar: [Icons for various functions]

SF1098 Details

Certify Reject

*Currency: **US** Exchange Rate: 1.00

SCHEDULE OF CANCELED UNDELIVERED CHECKS

CANCELED ☐ UNDELIVERED ☒

Department or Establishment: DEPARTMENT OF ARMY

Bureau or Office: 15TH FINANCIAL MANAGEMENT COM

Location: CAMP LIBERTY IRAQ APO AE 091

Accounting Period: 01/15/2010 A to 01/15/2010 A

Date of Issue: 01/15/2010 Check Nbr: 1007 Name: FOWLERS FAMILY CAR WASH

Forms

! Certify and Collect SF1098?

OK

Confirmation

Certify and Collect SF1098?

Deposit Ticket Number: 219158

OK

Deployable Disbursing System

i Voucher Number 000004 assigned.

OK

has been added, select the save button

- A user with certifier capability will need to log in and Certify the voucher
- Once certified, select "ok" to certify and collect
- Select "ok" for the assigned deposit ticket number
- Select "ok" for the assigned voucher number



TREASURY CHECKS

Canceled Or Undelivered Checks (SF 1098) (4 of 4)

STANDARD FORM 1098
revised July 1980
Department of the
Treasury
1 TFRM 4-7000
1098-110

SCHEDULE OF CANCELED OR
UNDELIVERED CHECKS

CANCELED: ☐ UNDELIVERED: ☒

DEPARTMENT OR ESTABLISHMENT DEPARTMENT OF ARMY		SCHEDULE NUMBER 000004			
BUREAU OR OFFICE 15TH FINANCIAL MANAGEMENT COMPANY		SHEET NUMBER			
LOCATION 15TH FINANCIAL MANAGEMENT COMPANY CAMP LIBERTY IRAQ APO AE 09165		D.O. SYMBOL NO. 8550			
ACCOUNTING PERIOD 01/15/2010 A to 01/15/2010 A		AGENCY LOCATION CODE (ALC)			
DATE OF ISSUE	CHECK NUMBER	PAYEE	VOUCHER NUMBER APPLICABLE	AMOUNT	SYMBOL OF APPROPRIATION OR FUND TO BE CREDITED
01/15/2010	1007	FOWLERS FAMILY CAR WASH	200003	1000.00	21 9 2020 0000 22 0204

- Once the voucher has been certified, the SF 1098 print screen will appear; the user may print or exit
- Once the user exits, the deposit ticket information will appear (page 2 is the deposit ticket)

STANDARD FORM 1215 (Rev. 9-73)
PRESCRIBED BY DEPT. OF THE TREASURY
1TFM5-2000

DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE

DEPOSIT TICKET

TICKET NUMBER	DATE PRESENTED OR MAILED TO BANK M M D D Y Y	8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)	AMOUNT	SINGLE SPACE ALL ENTRIES ON THIS LINE USE NORMAL PUNCTUATION-OMIT \$ SIGN
(1) 900012	(2) 011510	(3) 0008550-0	(4) 1,000.00	
(6) DEPOSITARY USE				
15TH FINANCIAL MANAGEMENT COMPANY CAMP LIBERTY IRAQ APO AE 09165			(7) NAME AND ADDRESS OF DEPOSITARY US Treasury	
(8) I CERTIFY THAT THE ABOVE AMOUNT HAS BEEN DEBITED TO THE ACCOUNT OF THE TREASURY ON THE DATE SHOWN. UNCOLLECTIBLE ITEMS HAVE BEEN RETURNED TO DEPOSITOR OR APPROPRIATE NOTICE GIVEN. M M D D Y Y				
(9) DEPOSITOR'S TITLE, DEPARTMENT OR AGENCY AND ADDRESS			AUTHORIZED SIGNATURE	
			CONFIRMED DATE	



MODULE 6 - FUNDING MISSION





FUNDING MISSION

- DDO at the FMSU will coordinate with the FMSC DDO for funding and return of currency by submitting funding/return requests
- FMSU can return unneeded USD to the FMSC to maintain or decrease cash holding authority
- FMSU will return all damaged, mutilated and seized currency to the FMSC along with the necessary paperwork
- Funding can be accomplished using a US treasury check for cash or by using the preferred transfer in and out functions in DDS
- FMSU DDO will send a copy of their DD 2657 showing cash in transit for any funds they are returning to the FMSC



FUNDING MISSION

Process A Treasury Check For Cash (Funding Mission)

(1 of 3)

File of Process Vault Check/EFT Reports System Accounting Screen Window Help

Interface Processing
Check/EFT for Cash
Check
EFT
SF 1149 - Statement of LDA

STEP 1

*Type
☒ Check ☐ EFT *Purpose: CHECK/EFT FOR

Addressee Component
☐ Person ☒ Institution
Institution
326TH FMSC
Query
☒ US ☐ Foreign
FOB DESERTS
APO AE 09326

Currency Code for LDA Deposit Only: *US Amount: 1,000,000.00
*FC Amount: Routing Number:
*Exchange Rate: Account Number:
US Equiv: Account Type:

STEP 2

STEP 3

STEP 4

- Use **Print Checks** capability
- Enter the Disbursing Office (Cash Management) information, amount to be funded/written on the Treasury Check
- Select save



FUNDING MISSION

Process A Treasury Check For Cash (Funding Mission)

(2 of 3)

File Processing Fund Check/EFT Reports System Accounting Screen Window Help

Interface Processing
Check/EFT for Cash
Check
EFT
SF 1149 - Statement of LDA

Printed by Outside Bank
Print Checks
Check Register

Print By: ☐ DDS ☒ Manual **STEP 1** *Currency Code: **US** **STEP 2** Stock: US TREASURY LDA Balance: .00

Print Vouchers

Print	Ext Cert	Input Date	Source	Name	Amount	Exch Rate	US Equip	Cert
<input checked="" type="checkbox"/> STEP 3		08/10/2012	CEFT4C	326TH FINANCIAL MANAGEMENT C	1,000,000.00	1.00	1,000,000.00	DDO
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								

Forms

Confirm use of 54325 as check number

STEP 6 OK CANCEL

Select All

Selected Amount: 1,000,000.00

Number of Payments: 1

Checks Available for Issue: 1

Next Available Check Number: 54325 **STEP 4**

Default Printer: LPT1:

Select Printer

Test Alignment

Process Check **STEP 5**

Include form feed

The user must select **Manual**, and then choose "US" for the "Currency Code"

- Check the appropriate box for the check desired
- Ensure the next available check number is correct (if not, this will effect the level 8 report)
- Select the "process check" button to assign the check number



FUNDING MISSION

Process A Treasury Check For Cash (Funding Mission)

(3 of 3)

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Vault Info
Agent Info
Cash Received from Bank

*Type
☐ Check ☐ EFT ☐ Cash

Check/Tracer Nbr	Bank Date	Amt
54324	08/10/2012	1,000,000.00

Cash Amount

*Curr Cd	*Amount	*Exch Rate	*US Equiv
US	500000.00	1	500,000.00
FC	25000000.00	50	500,000.00

*Total US Equivalent: \$1,000,000.00

STEP 1 points to the first row of the table.
STEP 2 points to the *Type section.
STEP 3 points to the *Curr Cd dropdown.
STEP 4 points to the *Exch Rate dropdown.

Once the funding mission has been completed and the funds are on hand, select "vault" and then

- Highlight the TC to be negotiated
- Select the add new record key and the currency code will become enabled
- Select the currency that you have on hand
- Enter the amount of the currency on hand
- Select the Vault and denominate the currency on hand

Must click "create detail record" to add additional currencies



TRANSFER IN OR OUT

Process A Transfer Out (Return to FMSC) (1 of 3)

File Processing Vault Check/EFT Reports System Accounting Sc

Exchange Transactions (U.S./Foreign Currency)
Disbursements
Collections
Deposit
Debit Voucher
Loss of Funds
Deferred Voucher
Transfer In or Out
Redeem Uncollectable Checks

STEP 1

Transfer Confirm Transfer Out

*Type
☐ In ☒ Out

STEP 2

*To DSSN: 8550 equivalent: 5,000.00

STEP 3

*Curr Code	*Amount	Exchange Rate	US Equivalent	On Hand
US	5,000.00	1	5,000.00	558,000.00

STEP 4

STEP 5

STEP 6



TRANSFER IN OR OUT

Process A Transfer Out (Return to FMSC) (2 of 3)

Step 8

User Id: Currency Code: Exchange Rate: *Vault Code:

Currency Amt Entered for Vault: US Equiv Entered For Vault:

Currency Amt to Distribute: Remaining Currency Amt to Distribute:

Denominations	Before Qty	After Qty	Count	Amount
100 DOLLAR BILL	3,000	2,950	50	5,000.00
50 DOLLAR BILL	3,000	3,000	0	.00
20 DOLLAR BILL	3,000	3,000	0	.00
10 DOLLAR BILL	3,000	3,000	0	.00
5 DOLLAR BILL	3,000	3,000	0	.00
2 DOLLAR BILL	0	0	0	.00
1 DOLLAR COIN	0	0	0	.00
1 DOLLAR BILL	3,000	3,000	0	.00
50 CENTS	0	0	0	.00

Transfer ☒ Confirm Transfer Out ☐

Total Currency Amt Entered: Total US Equiv Entered:

*Type
☐ In ☒ Out

*To DSSN: US Equivalent:

OK **Step 7** Cancel Clear

*Curr Code	*Amount	Exchange Rate	US Equivalent	On Hand
US	5,000.00	1	5,000.00	558,000.00



TRANSFER IN OR OUT

Process A Transfer Out (Return to FMSC) (3 of 3)

- **DO NOT** confirm the transfer out, until the DDO at the FMSC has done the transfer in at their site and sent a copy of their DD 2657 showing this.

- The DD 2657 will show funds in blk. 6.7 until the transfer out is confirmed.

- Once the transfer out is confirmed the amount will be reflected in blk. 4.37 of the DD 2657.

Input Date	To DSSN	US Equivalent	Create User
11/16/2013	8550	5,000.00	DDO

Curr Code	Amount	US Equivalent
US	5,000.00	5,000.00



TRANSFER IN OR OUT



Process A Transfer In

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Exchange Transactions (U.S./Foreign Currency)
Disbursements
Collections
Deposit
Debit Voucher
Loss of Funds
Deferred Voucher
Transfer In or Out

Transfer Confirm Transfer Out

*Type
☒ In ☐ Out

*FSSSN: US Equivalent:

*Curr Code *Amount Exchange Rate US Equivalent

100 DOLLAR BILL 300 400 100 10,000.00
50 DOLLAR BILL 0 0 0 .00
20 DOLLAR BILL 1,000 1,000 0 .00
10 DOLLAR BILL 1,000 1,000 0 .00
5 DOLLAR BILL 1,000 1,000 0 .00
2 DOLLAR BILL 0 0 0 .00
1 DOLLAR COIN 0 0 0 .00
1 DOLLAR BILL 140,785 140,785 0 .00
50 CENTS 0 0 0 .00

Total Currency Amt Entered: 10,000.00 Total US Equiv Entered: \$10,000.00

OK Clear

STEP 1
STEP 2
STEP 3
STEP 4
STEP 5

- Once the funds are received and verified by the DDO a transfer in will be done.
- After transfer in is complete, send the FMSC DDO a copy of the DD 2657 showing the amount in blk. 2.37



MODULE 7 - DISHONORED CHECKS





DISHONORED CHECKS

Retrieving OTC Net SF 5515 Debit Voucher (1 of 4)

OTCnetSM
Deposits Made Simple

April 27, 2012

Home | My Profile | Training | Print | Help | Log Out

Online Application

Connection Status: Online

Welcome, DexterC OPSUPAD

Check Processing Administration Reports

Check Processing Reports

View Check Processing Reports

Please select the Check Processing report you would like to view.

- ▼ Business Reports
 - CIRA CSV Report
 - Agency CIRA Report
 - LVD Contents Report
 - Organization Hierarchy Report
 - 215 Deposit Ticket Report
 - 5515 Debit Voucher Report
- ▼ Administration Reports
 - FMS Statistical Report

Adobe



DISHONORED CHECKS

Retrieving OTC Net SF 5515 Debit Voucher (2 of 4)

5515 Debit Voucher Report

Run once daily and covers all retired items settled for that business day.

Report Filters

Start Date

From:

04/27/2012

To:

04/27/2012

Report Format:

HTML

Include Subordinate OTC Endpoint

☒ Yes ☐ No

5515 Debit Voucher Report

From Date: 12/01/2009 To Date: 12/31/2009

Location: U S ARMY

Fiscal Agent: FRB Cleveland

Location Name: 0000557912

Description: FOB Hammer Baghdad

Settlement Date: 12/01/2009

Debit Voucher Number	Unique Transaction ID	Date of original Transaction	Original CASH LINK	\$ Amount	Cashier ID	Return Reason Code
300674	170828770225000000522	10/19/2009	006882	\$1.00	Nicole Loritts	06 - - Returned per ODFI Request

Summary number of transactions: 1

Summary of total dollars: \$1.00

Location Name: 0000557901

Description: Camp Liberty

Settlement Date: 12/03/2009

Debit Voucher Number	Unique Transaction ID	Date of original Transaction	Original CASH LINK	\$ Amount	Cashier ID	Return Reason Code
300676	150914770215900021193	12/01/2009	007048	\$100.00	Michael J Kilpatrick	16 - - Account Frozen

Summary number of transactions: 1

Summary of total dollars: \$100.00



DISHONORED CHECKS

Retrieving Check Image from OTCnet (1 of 2)

OTCnet
Deposits Made Simple

Check Processing | Administration | Reports

Manage Verification | **CIRA Query** | Batch Management | Transmission History

CIRA Query

Enter search criteria for the CIRA Item(s) you would like to view.
* Denotes required fields.

Search Criteria

OTC Endpoint:*

Configured OTC Endpoints

<< < 1-1 > >> of 1 Records

Select	OTC Endpoint	Highest Level Organization
<input type="radio"/>	9999102001	Department of Defense

☒ Include Subordinates

Form Name:
-- Select Form --

Deploy Date:
-- Select Version --

User Defined Fields

User Defined Field 1:

Cashier ID:

Batch ID:

☐ Received Date:

From: [dropdown] [calendar icon]

To: [dropdown] [calendar icon]

☐ Check Capture Date:

From: [dropdown] [calendar icon]

To: [dropdown] [calendar icon]

☐ Settlement Date:

From: [dropdown] [calendar icon]

To: [dropdown] [calendar icon]

☐ Return Settlement Date:

From: [dropdown] 04/01/2012 [calendar icon]

To: [dropdown] 04/27/2012 [calendar icon]



DISHONORED CHECKS

Retrieving Check Image from OTCnet (2 of 2)

Cancel Clear Search

Count

Total Records: 8
Total Check Amount: 2965.00

Click the IRN number if you would like to view additional details.

<< < 1 - 8 > >> of 8 Records

IRN >	OTC Endpoint >	ALC + 2 >	Capture Date>	Bank Routing Number >	Account Number>	Check Amount >	Cashier ID >	Item Type >	Processing Method >	Batch ID >
18111477020920000107	9999102001	9999102001	04/05/2012 09:12:18	043312373	12130981	\$125.00	fmopi01	Personal	Customer Present	D6108332-A272-4D69-9843-2F96CAA62CEC
18111477020920000108	9999102001	9999102001	04/05/2012 09:15:20	043312373	12130981	\$125.00	fmopi01	Personal	Customer Present	D6108332-A272-4D69-9843-2F96CAA62CEC

CIRA Details

View CIRA Item Details

The following is the current information for the CIRA item.

Check Details

IRN:	18111477020920000108
Settlement Status:	Settled
ALC or DSSN Code:	9999102001
Capture Date:	04/05/2012 09:15:20
Received Date:	04/05/2012
Bank Account Number:	12129331
Bank Routing Number:	800000051
Check Number:	2239
Check Amount:	65.00
Batch ID:	D6108332-A272-4D69-9843-2F96CAA62CEC
Cashier ID:	fmopi01
Item Type:	Personal
Processing Method:	Customer Present
215/Deposit Ticket Number:	607405
5515/Debit Voucher Number:	
Settlement Date:	04/10/2012
Return Settlement Date:	

User Defined Fields

SSN 619735257

User Defined Fields

SSN 619735257

Check Image

TEST IMAGE-TEST IMAGE-TEST IMAGE

DATE
PAY TO THE ORDER OF \$
Check Standardization
SAMPLE - NOT NEGOTIABLE
⑆800000051⑆ 12129331 2239

TEST IMAGE

Zoom In Zoom Out Save Zoom Original Fit Width Rotate Left Rotate Right Print Download

Check History

Item ID	Insert Time	Bank	215/Deposit Ticket Number	5515/Debit Voucher Number	Rep	Effective Date	Settlement Date	Settlement Status	Settlement Method
2431			607405			Apr 20, 2012		423 - Completed ACH Origination	ACH
2431	Apr 9, 2012							800 - Received	ACH



DISHONORED CHECKS

Input A Debit Voucher For A Dishonored Check (1 of 4)

File Processing Vault Check/EFT Reports System

Exchange Transactions (U.S./Foreign Currency)
Disbursements
Collections
Deposit
Debit Voucher
Loss of Funds

*Debit From
☒ US Treasury
☐ LDA
☐ SVC Loads
☐ Navy Marine Cash

*Curr Code: US Voucher: 300676 08/10/2012

*Amount: 100.00 *Debit Type
☒ NI ☐ Cash *Curr Code

Exchange Rate: 1 Certify

Input Check

Search By

*NI Number: 6352

*NI Date: 01/23/2012

Selected Checks

NI Number	NI Date

5515 Debit Voucher Report
From Date: 12/01/2009 To Date: 12/31/2009

Location: U S ARMY Fiscal Agent: FRB Cleveland

Location Name: 0000557912 Description: FOB Hammer Baghdad Settlement Date: 12/01/2009

Debit Voucher Number	Unique Transaction ID	Date of original Transaction	Original CASH LINK	\$ Amount	Cashier ID	Return Reason Code
300674	170828770225000000522	10/19/2009	006882	\$1.00	Nicole Loritts	06 - - Returned per ODFI Request

Summary number of transactions: 1
Summary of total dollars: \$1.00

Location Name: 0000557901 Description: Camp Liberty Settlement Date: 12/03/2009

Debit Voucher Number	Unique Transaction ID	Date of original Transaction	Original CASH LINK	\$ Amount	Cashier ID	Return Reason Code
300676	209147702159000021193	12/01/2009	007048	\$100.00	Michael J McPatrick	16 - - Account Frozen

Summary number of transactions: 1
Summary of total dollars: \$100.00

- Once the debit voucher appears on OTCnet for a NSF check, a debit voucher must be created in DDS
- Enter "US" for the currency code
- Enter debit voucher number and date from the OTCnet SF 5515
- This will open the query buttons



DISHONORED CHECKS

Input A Debit Voucher For A Dishonored Check (2 of 4)

4)

STEP 1 **STEP 3**

*Debit From
☒ US Treasury
☐ LDA
☐ SVC Loads
☐ Navy Marine Cash

Curr Code: *Debit Voucher: *Date:

*Amount:

Exchange Rate:

*Debit Type
☒ NI ☐ Cash

*Curr Code

Input Check

*Amount *Exch Rate *US Equivalent *DO Cd

Search By

*NI Number: **STEP 2**

*NI Date:

☒ Person ☐ Institution

*Last Name *First Name MI *SSN

Fees

STEP 4

Selected Checks

NI Number	NI Date	Amount	Curr Code	Exchange Rate	US Equivalent	Name

Amount Selected:

- Enter the check number
- Select the execute query button
- Once the check has appeared, choose the "select" key to add to the "selected checks"
- The "certify" tab will open up



DISHONORED CHECKS

Input A Debit Voucher For A Dishonored Check (3 of 4)

4)

***Debit From**

☒ US Treasury
☐ LDA
☐ SVC Loads
☐ Navy Marine Cash

***Curr Code:** US ***Debit Voucher:** 300676 ***Date:** 08/10/2012

***Amount:** 100.00 ***Debit Type:** ☒ NI ☐ Cash ***Curr Code:** [Dropdown]

Exchange Rate: 1

Certify

Input Check

***Amount** [] ***Exch Rate** 1 ***US Equivalent** [] ***DO Cd** OT [Dropdown]

Search By []

***NI Number:** [] ***NI Date:** []

☒ Person ☐ Institution

***Last Name** [] ***First Name MI** [] ***SSN** [] **Fees** 0.00 **Select**

Selected Checks

NI Number	NI Date	Amount	Curr Code	Exchange Rate	US Equivalent	Name
6352	01/23/2012	100.00	US	1	100.00	VICTOR YOUNG

Amount Selected: 100.00 **Unselect**

Verify the check selected matches information on the OTCnet SF 5515

Click the certify tab



DISHONORED CHECKS

Input A Debit Voucher For A Dishonored Check (4 of

4x

Debit Voucher Number: 300676

Account Debited From: US Treasury

Check Deposit

Negotiable Instrument items debited in Currency Code: US

NI Type	Check Number	Name	SSN	Amount
PC				

IRN:

Total:

• DDS will system generate a SF 5515

• NSF clerk will create a DD 139 to be processed for a service member

STANDARD FORM 5515 (Rev. 9-79)
PRESCRIBED BY DEPT. OF THE TREASURY
11FM5-2000

DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE

DEBIT VOUCHER

VOUCHER NUMBER	DATE PRESENTED OR MAILED TO BANK M M Y Y D D	8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)	AMOUNT
(1) 300676	(2) 081210	(3) 0008850-0	(4) 100.00

SINGLE SPACE ALL ENTRIES ON THIS LINE
USE NORMAL PUNCTUATION-OMIT \$ SIGN

(5) <input checked="" type="checkbox"/> UNCOLLECTIBLE ITEMS <input type="checkbox"/> OTHER (Explain in Box 6)	(6) DEPOSITARY USE
--	--------------------

U.S. ARMY FINANCIAL MANAGEMENT COMMAND 8899 EAST 56TH STREET INDIANAPOLIS, IN 46249-3000	(7) NAME AND ADDRESS OF DEPOSITARY US TREASURY
--	---

(8) I CERTIFY THAT THE ABOVE AMOUNT HAS BEEN DEBITED TO THE ACCOUNT OF THE
TREASURY ON THE DATE SHOWN. UNCOLLECTIBLE ITEMS HAVE BEEN RETURNED TO
THE DEPOSITOR OR APPROPRIATE NOTICE GIVEN.

(9) DEPOSITOR'S TITLE, DEPARTMENT OR AGENCY AND ADDRESS
DEPOSITARY FORWARDED THIS DOCUMENT WITH STATEMENT OR TRANSCRIPT
OF THE U.S. TREASURY ACCOUNT OF THE SAME DATE

AUTHORIZED SIGNATURE



DISHONORED CHECKS

Clear A Dishonored Check (1 of 2)

The screenshot shows the 'Dishonored Checks' window with a menu bar (File, Processing, Vault, Check/EFT, Reports, System, Ac) and a toolbar. The 'Processing' menu is open, showing options like 'Exchange Transactions (U.S./Foreign Currency)', 'Disbursements', 'Collections', 'Deposit', 'Debit Voucher', 'Loss of Funds', 'Deferred Voucher', 'Transfer In or Out', and 'Redeem Uncollectable Checks'. The 'Dishonored Checks' table lists four checks, with the first one selected. A yellow arrow labeled 'STEP 1' points to the selection checkbox. Below the table, the 'Selected Balance' is 100.00. The 'Payment Received' section shows a table with one entry for 100.00, with a yellow arrow labeled 'STEP 2' pointing to the 'Type' dropdown. To the right, the 'Person' radio button is selected, and the 'Last Name', 'First Name', 'MI', and 'SSN' fields are filled with 'BOOKER', 'JAMES', 'MI', and '786288785' respectively. A yellow arrow labeled 'STEP 3' points to the 'Receipt Requested' checkbox, which is checked. The 'Payment Total' is 100.00.

Name	SSN	Curr Code	NI Number	NI Date	Original Amt
JAMES BOOKER	786288785	US	6358	01/23/2012	100.00
TIM DUNCAN	576289191	US	6370	01/23/2012	150.00
KIM JOHNSON	567545667	US	6400	01/23/2012	200.00
TIM LOPEZ	123431212	US	3059	01/23/2012	100.00

Selected Balance: 100.00

Payment Received

Amount	NI Type	NI Number	NI Date	Vault ID
100.00				

Payment Total: 100.00

Receipt Requested ☒

- The DDO will advance an agent the NSF check or the DDO can process it themselves
- If the check is advanced to an agent, the agent must accept the DD Form 1081 first
- Select the check to be cleared
- Enter the amount that was received
- Click the "Receipt Requested" tab
- Select the save key

- NSF Checks will be redeemed as CASH ONLY

Forms

Be sure to return check to customer, check has been fully redeemed.

OK



DISHONORED CHECKS

Clear A Dishonored Check (2 of 2)

Page: 1 ?

8/03/2012 14:18 50

Uncollectable Checks Statement

Vault: DDO
Customer Name: BOOKER, JAMES

Payment this Transaction

Amount	NI Type	NI #
100.00		

Payments Received

CURRENCY CODE: US **NI #:** 6358 **NI DATE:** 01/23/2012

Name: JAMES BOOKER SSN: *****8785 Amount: 100.00 Service Charge: .00

Payment Date	Amount Applied	NI Type	NI #
08/10/2012	100.00		

Remaining Balance: .00

Disbursing Officer Name: TYSON, OMAR S



MODULE 8 - LOSS OF FUNDS





LOSS OF FUNDS

Types of losses

Minor: A physical loss of less than \$750 without evidence of theft or fraud within the disbursing office is considered a minor loss.

Major: A physical loss is a major loss if it meets one of the following criteria.

- A. Equal to or greater than \$750.
- B. Any loss resulting from a theft regardless of the dollar amount.
- C. Any loss, regardless of the dollar amount, where there is evidence of fraud within the disbursing office; for example, embezzlement or fraudulent acts by disbursing personnel, whether acting alone or in collusion with others.



LOSS OF FUNDS

Investigation Requirements

1. Minor Physical Losses:

a. \$300 or Less (No Fraud) The DO or deputy DO (if the DO is not collocated with the deputy DO) will conduct the investigation and complete the written investigatory report. If the loss is attributable to the DO, then the investigation will be conducted by the primary deputy DO along with the written investigatory report. **Under no circumstances will the individual incurring the loss prepare his or her own written investigatory report.** In all cases, the written investigatory report must be completed and submitted to DFAS-NPD/IN within 30 days from discovery of the loss.

b. Over \$300 (No Fraud) Someone other than the DO or disbursing office personnel (e.g., a member of the Cash Verification Team) must be appointed by the Commander to conduct the investigation and complete the written investigatory report. **The individual appointed to investigate the loss must have knowledge of disbursing office operations,** especially of the required internal controls, pertinent laws, and



LOSS OF FUNDS

Investigation Requirements (cont.)

- 2. Major Physical Losses** - An investigating officer (IO) must be appointed when there is a major physical loss:
- a. The following individuals have the authority to appoint an IO:
 - (1) The Commander of the DO who incurred the loss.
 - (2) In instances where the accountable individual is not located with the DO, the Commander over that individual will appoint the IO. For example, Commander of a disbursing agent located in Afghanistan would appoint an IO when the agent incurs a loss and the DO is located in Indianapolis.
 - (3) In those instances where the Commander is not authorized to convene an investigation, the Commander must request an investigation through the chain of command.



LOSS OF FUNDS



Input Loss Of Funds

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Exchange Transactions (U.S./Foreign Currency)
Disbursements
Collections
Deposit
Debit Voucher
Loss of Funds
Deferred Transactions

Input Recoup Relief

Accountable DO Code: OT

*Loss Type
☒ Cash
☐ NI

Enter Currency Code
Currency Code: US
Exchange Rate: 1

Enter Amount of Cash
*Amount: 100.00
US Equivalent: 100.00

Negotiable Instruments (Select Record from grid)

NI Number	NI Type	NI Date	SSN	Name	Amount	Ex

Journal Voucher Information

*JV Number: 1

Memo
CASHIER 1 LOSS

- Refer to DoDFMR Vol 5, Chp 6 for reporting and investigating irregularities and loss of funds

Process allows authorized users to input loss of funds data to account for a physical loss of currency or negotiable instrument. The system will allow only one currency per loss transaction. Upon save, the system will generate a Journal Voucher (OF 1017-G)



LOSS OF FUNDS

Recoup a Loss of Funds Cash

Input Recoup **STEP 3**

Loss of Funds (Select Record from Grid)

JV Number	Input Date	Loss Type	Curr Code	Original Amount	Exchange Rate	Original US Equivalent
1	08/10/2012	CASH	US	100.00	1	100.00

Outstanding Amount: 100.00 Outstanding US Equiv: 100.00 Details

Recoup

☐ NI ☒ Cash **STEP 1**

Recoup Amount: 100.00
Exchange Rate: 1
US Equivalent: 100.00

Enter Negotiable Instrument

*NI Type: *NI Date: *NI Number: *Vault Code: Available NIs

☐ Person
☐ Institution

Last Name: First Name: MI: SSN:

Journal Voucher Information

*JV Number: 2

Memo

REPAYMENT OF CASHIER 1 LOSS **STEP 2**

- After the loss is investigated and the Agent is found liable the loss can be recouped by cash or NI



LOSS OF FUNDS

Relief of a Loss of Funds

STEP 4

Input Recoup Relief

Loss of Funds (Select Record from Grid)

JV Number	Input Date	Loss Type	Currency Code	Original Amount	Exchange Rate	Original US Equivalent
1	08/10/2012	CASH	US	100.00	1	100.00

Outstanding Balance: 100.00 Outstanding US Equivalent: 100.00

Relief Amount: 100.00 STEP 1

Accounting Lines STEP 2

DPI CD	FY	APC	EOB	US Equivalent	Document Reference	IBOP	ODC	Mat Cd
7K	2	0232	26CK	100.00	RELIEFLOFF	US	2	

21 8D 2 2020 0000 22 0204 13519800000 26CK US RELIEFLOFF 0232 000000 09

Journal Voucher Information

*JV Number: 2

Memo

RELIEF OF LOSS

- An open loss of funds case in the DDO's accountability can only be "Relieved" via official memorandum from DFAS-NPD/IN
- Only they have the authority to relieve losses. The memorandum will contain the line of accounting that must be utilized on this screen
- Generates OF 1017-G and SF 1034



LOSS OF FUNDS

DD Form 2667

- The DD2667 is a “living” document with running totals.
- Separate DD2667 will be maintained for overages

SUBSIDIARY ACCOUNTABILITY RECORD				
1. DSSN 8850	2. PURPOSE OF RECORD LOSS OF FUNDS			
3. NAME OF DISBURSING OFFICER MAJ SMITH		4. ADDRESS KANDAHAR		
5. DATE	6. REFERENCE OR EXPLANATION	7. INCREASE	8. DECREASE	9. BALANCE
1 SEP 12	CASHIER 1 LOSS	\$100.00		\$100.00
2 SEP 12	PAYING AGENT TEN LOSS	\$1,000.00		\$1,100.00
5 SEP 12	CASHIER 1 RECOUP FROM 1 SEP 12		\$100.00	\$1,000.00
30 SEP 12	PAYING AGENT TEN RECOUP PARTIAL LOSS BALANCE:\$500		\$500.00	\$500.00
4 OCT 12	DA 12 LOSS	\$2,500.00		\$3,000.00
5 OCT 12	PAYING AGENT TEN RECOUP PARTIAL LOSS BALANCE:\$0		\$500.00	\$2,500.00



MODULE 9 - MISC PROCESSES

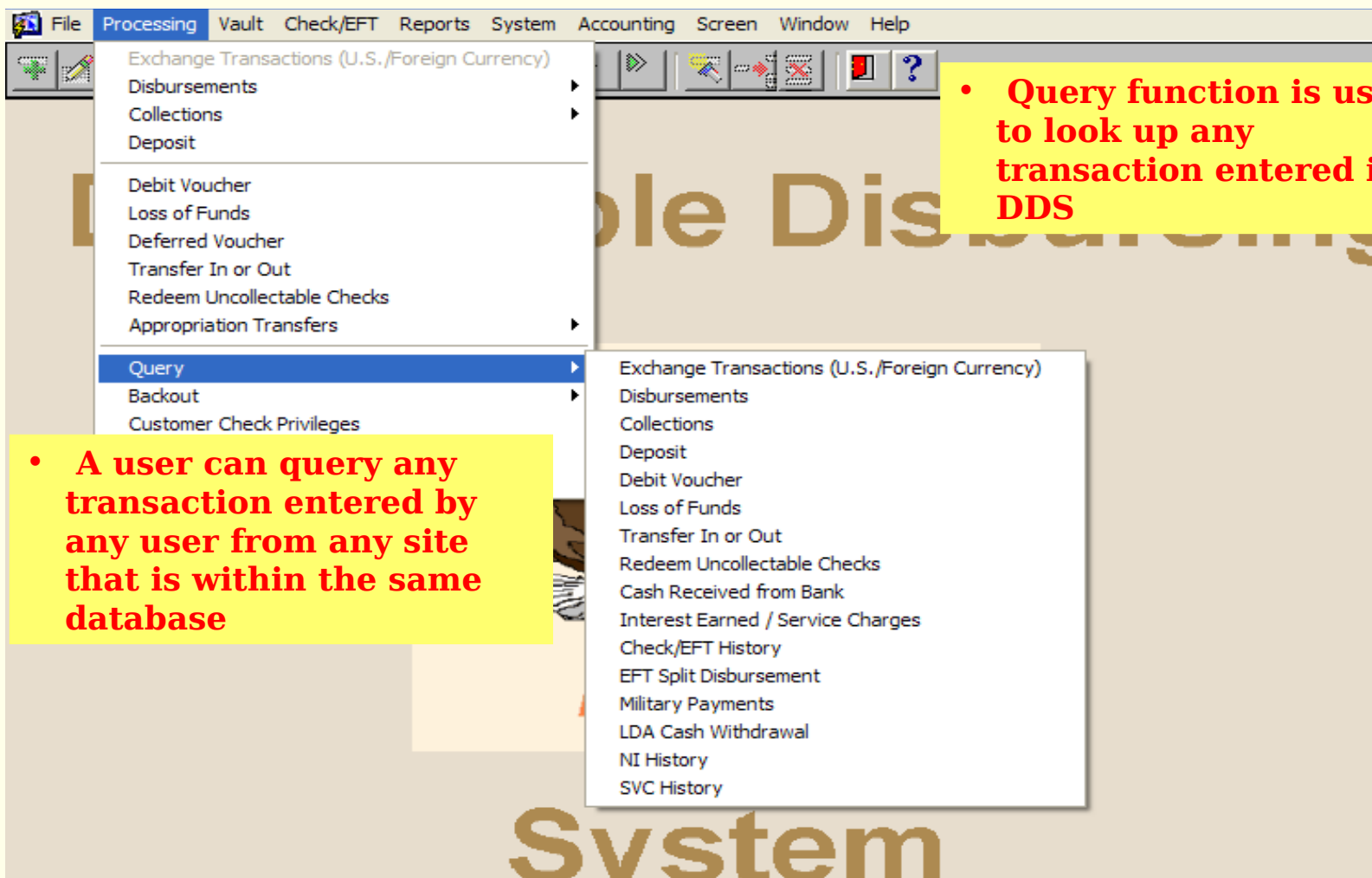






MISC PROCESSES

Query Transactions



- **Query function is used to look up any transaction entered in DDS**

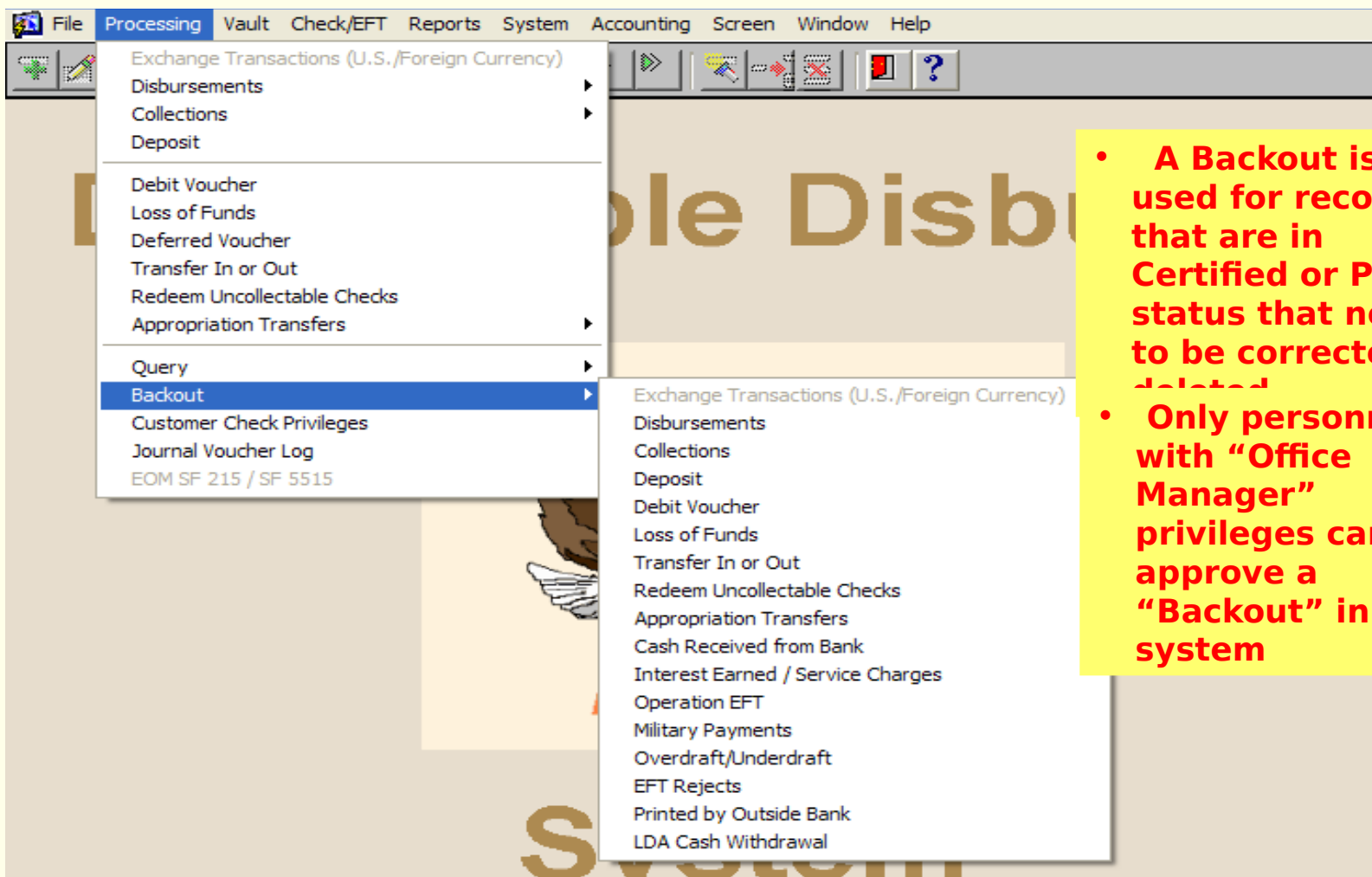
- **A user can query any transaction entered by any user from any site that is within the same database**



MISC PROCESSES



Backout Processing



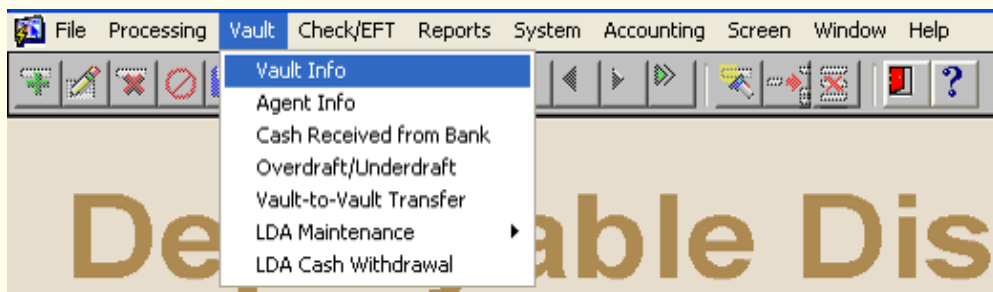
- **A Backout is used for records that are in Certified or Paid status that need to be corrected or deleted**
- **Only personnel with "Office Manager" privileges can approve a "Backout" in the system**



MISC PROCESSES

Vault Ledger

- Allows users with "Maintains Vault" or "Office Manager" privileges to view the denominational breakdown of U.S. and Foreign Currency (FC) in the vault.



*User Id: *Vault Code: *Currency Code:

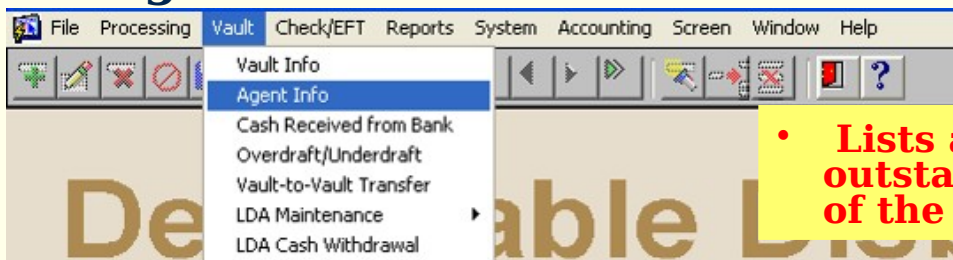
Denomination	Quantity	Amount
100 DOLLAR BILL	8910	891,000.00
50 DOLLAR BILL	678	33,900.00
20 DOLLAR BILL	198	3,960.00
10 DOLLAR BILL	801	8,010.00
5 DOLLAR BILL	653	3,265.00
1 DOLLAR BILL	9865	9,865.00

Amount: Amount U.S.Eq:
Neg Inst Amount: Neg Inst Amount U.S.Eq:



MISC PROCESSES

Agent Info



- Lists all agents with funds outstanding and their balances as of the last DD Form 1081.

Agent Information
07/19/2010 A

08/18/2010 11:07:11

Parent Site	Site	User	Last DD1081	Curr Cd	Exch Rt	Cash Bal	Cash US Equiv	NI Bal	NI US Equiv	Other Bal
00000	00001	###	Office Accountability	FC	100	4,000,000.00	40,000.00000	.00	.00000	
				US	1	700,100.00	700,100.00000	1,000.00	1,000.00000	1,478,300.00000
			Total Funds				2,219,400.00000			
00000	00001	IDR	Reyes, Israel D (Vault)	FC	100	4,000,000.00	40,000.00000	.00	.00000	
				US	1	700,100.00	700,100.00000	1,000.00	1,000.00000	0.00000
			Total Funds				741,100.00000			
00001	10001	###	Sanchez, Pablo	FC	100	2,000,000.00	20,000.00000	.00	.00000	
				US	1	178,200.00	178,200.00000	.00	.00000	0.00000
			Total Funds				198,200.00000			
00001	20001	###	Arguello, Carlos	FC	100	2,000,000.00	20,000.00000	.00	.00000	
				US	1	300,000.00	300,000.00000	.00	.00000	0.00000
			Total Funds				320,000.00000			
00001	30001	###	Penn, Gennaro	FC	100	2,000,000.00	20,000.00000	.00	.00000	
				US	1	300,000.00	300,000.00000	.00	.00000	0.00000
			Total Funds				320,000.00000			
00001	40001	###	Pannell, Yanitza	FC	100	2,000,000.00	20,000.00000	.00	.00000	
				US	1	300,000.00	300,000.00000	.00	.00000	0.00000
			Total Funds				320,000.00000			
00001	50001	###	West, Maranne	FC	100	2,000,000.00	20,000.00000	.00	.00000	
				US	1	300,000.00	300,000.00000	.00	.00000	0.00000
			Total Funds				320,000.00000			



MISC PROCESSES

Voucher Series Set-up/ Reset

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Site Accounting Check/EFT Archive/Purge PCC Queue Maintenance SVC Queue Maintenance User Setup Office Setup Voucher Series Setup/Reset Currency Configuration Vault Setup DO Setup

Reset Series Reset All

Voucher Series	Description	Range	Range Available	Last Used Number
CV	COLLECTION VOUCHERS	000001 - 099999	10000 - 19999	010001
MP1	RESERVE COMPONENT PAYROLLS LESS THAN	100001 - 149999	101000 - 101999	000000
MP2	RESERVE COMPONENT PAYROLLS MORE THAN	150001 - 199999	151000 - 151999	000000
CA1	VENDOR PAY	200001 - 299999	201000 - 201999	201000
ST1	CIVILIAN PAY	300001 - 399999	301000 - 301999	000000

*Site ID	*Range Start	*Range End	*Date Assigned	
10001	010000	019999	07/02/2009	A
11111	010900	010999	07/09/2009	A

- The DDO will review the voucher series, and make adjustments where needed
- The DDO will reset their voucher numbers at the beginning of each FY
- The DDO will forward the voucher series numbers assigned to each DA for them to update/reset their numbers
- The Reset Series button will clear out the vouchers for a specific set
- The Reset All button will clear all the vouchers in the system **(USE WITH CAUTION)**



MISC PROCESSES

Upload An APC File (1 of 2)

DDS Rel 1 - [Main]

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Site Accounting Check/EFT Archive/Purge Setup Default Tables

APC TFO APC EOR

DPI Cd +FY +APC TFO/ *Stk Appn Basic Fund Dept Sym Limit OA ASN AMS UIC +FSN Ldgr T Code D

9 U006 N 21 0000 0000 00 0000 0000000000 012154 06

9 U007 N 21 0000 0000 00 0000 0000000000 012154 06

Open

Look in: Eggers

Ca\$hlink CVS-CAPS Debit-Deposit - ECC ITS.Gov Class Afghanistan Frequently Used APC's 10-7-08 bri7c

Cashier SOP Final Cashier ViewGraph DDS Consolidated exp_8830_00003 IRAQ - DA SOP 08 Unit Commanders

File name: bri7c Open Cancel

Files of type: All Files (*.*)

- Once the APC file has been received from DFAS-Rome, the new APCs will have to be uploaded into DDS
- System
- Accounting
- Setup
- Once the APC window appears, select the folder where the file is stored
- Select the file, and open
- Select "yes" to overwrite the old records

Warning

If duplicate FY/APC codes are encountered while uploading the new file, automatically OVERWRITE the old records with the new data?

Yes No Cancel



MISC PROCESSES

Upload An APC

APC File Upload

Total Records: 0
Loaded: 0
New: 0
Duplicate(s): 0
Error(s): 0
Percent Complete

Begin Upload Done

- A window will open for the upload to begin, and select “begin upload”
- Once “begin upload” is selected, a window will appear stating to update the Stock Fund assignments, select “ok”
- The process will begin, and when complete, the “done” key will become enabled
- Select “done” and the APC window will be refreshed with the new list of APCs

Forms

Information: Stock Fund assignments must be updated.

OK

APC File Upload

Total Records: 7075
Loaded: 7075
New: 6983
Duplicate(s): 0
Error(s): 92
Percent Complete

Begin Upload Done

APC

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MISC PROCESSES



Add An APC

DDS Rel 1 - [Main]

File Processing Vault Check/EFT Reports System Accounting Screen Window H

Site Accounting Check/EFT Archive/Dump

Setup Default Tables

+ DPI TFO/ APC EOR

*DPI	*FY	*APC	TFO/ APC	*Stk	Appn	Basic	Fund	Dept	Sym	Limit	OA	ASN	AMS	UIC	*FSN	Ldgr	Trns
Cd																Code	Dept
8	9999		N	21	2020	0000	2A	B3AW	996600000000	000000	000000	000000	000000	000000	012161	01	
8	0232		N	21	2020	0000	22	0204	135198000000	000000	000000	000000	000000	000000	099999	12	
8	0P26		N	21	2020	0000	22	8412	4347164000	000000	000000	000000	000000	000000	099999	12	
8	1643		N	21	2010	0000	90	0000	5D2A1P000000	000000	000000	000000	000000	000000	012120	06	
8	1644		N	21	2010	0000	90	0000	5D1A1P000000	000000	000000	000000	000000	000000	012120	06	
8	1812		N	21	2020	0000	90	0000	000000000000	000000	000000	000000	000000	000000	018128	06	
8	2032		N	21	2020	0000	90	0000	000000000000	000000	000000	000000	000000	000000	092032	06	
8	2125		N	21	2020	0000	90	0000		000000	000000	000000	000000	000000	041133	06	
8	2141		N	21	2020	0000	90	0000		000000	000000	000000	000000	000000	009057	06	
8	2174		N	21	2020	0000	90	0000	000000000000	000000	000000	000000	000000	000000	009076	06	
8	217D		N	21	2020	0000	90	0000	000000000000	000000	000000	000000	000000	000000	009076	06	
8	217M		N	21	2020	0000	90	0000	000000000000	000000	000000	000000	000000	000000	009076	06	
8	217P		N	21	2020	0000	90	0000	000000000000	000000	000000	000000	000000	000000	009076	06	
8	217S		N	21	2020	0000	90	0000	000000000000	000000	000000	000000	000000	000000	009076	06	
8	217T		N	21	2020	0000	90	0000	000000000000	000000	000000	000000	000000	000000	009076	06	
8	2231		N	21	2020	0000	90	0000	000000000000	000000	000000	000000	000000	000000	009076	06	
8	2238		N	21	2020	0000	90	0000	000000000000	000000	000000	000000	000000	000000	009076	06	

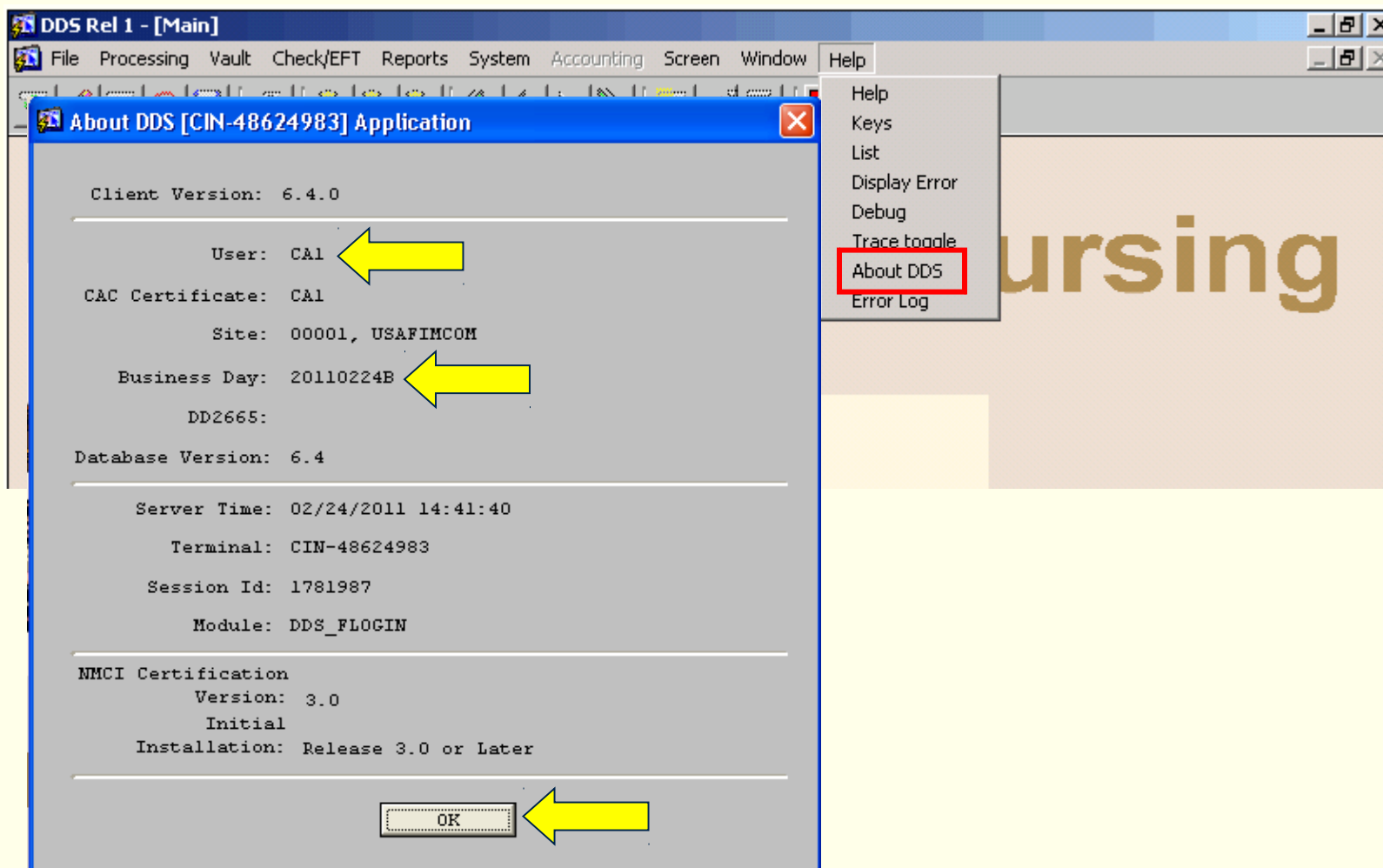
Purge Upload

- ***The Finance Office will receive a LOA that is not listed in DDS and**
- Select the “add” record key
 - Once selected, a blank line will appear. The DDO will need to complete the LOA with a min. of “FY”, “APC”, and “FSN.”
 - If the DDO has more information, then it should be input at that time
 - Once all of the information has been entered, the DDO will select the “save” key



MISC PROCESSES

DDS Help Menu (1 of 2)





MISC PROCESSES

DDS Help Menu (2 of 2)

The screenshot shows the DDS Help Menu (2 of 2) with the Help menu open. The menu options are: Help, Keys, List, Display Error, Debug, Trace toggle, About DDS, and Error Log. A yellow arrow points to the Help menu. Below the menu, a search window titled "New Window Caption" is open. The search window has tabs for Contents, Index, and Search. The Search tab is active, and the search text "RFT" is entered. A yellow arrow points to the search text. The search results list the following topics: Archive/Purge, DD 1081 Statement of Agent Officers Acco..., Exchange Transactions, Interface with E? Reg 02, Interface with RAPTRS, Interface with SABRS, and Remote File Transfer. A yellow arrow points to the "Interface with SABRS" topic. The right pane of the search window displays the "ACCOUNTING LINE COMPONENT" overview, which states: "Accounting Line Component screen is activated and opens when a user clicks the Accounting Lines button on the transaction or query form's accounting line (read-only) display grid. The Component screen displays either a STANFINS or SABRS accounting line 'input grid' based on the Accounting type selected by the System Administrator during Office Setup. The Component's input grid will allow the user to add, edit, delete, ...".



MODULE 10 - LDA PROCEDURES

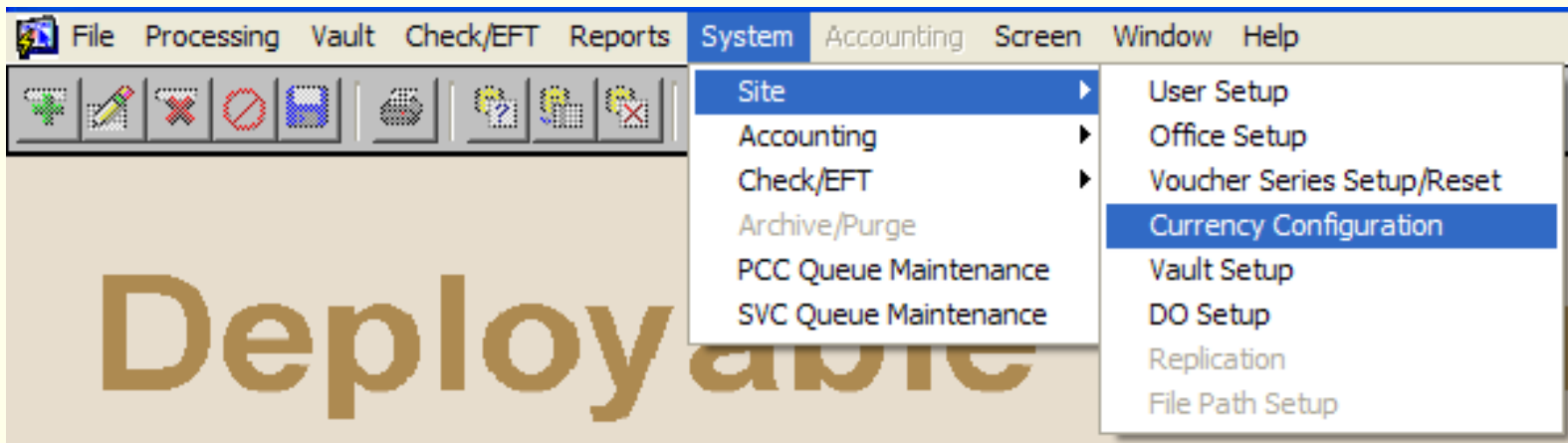




LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES



Establish An LDA Within DDS (1 of 4)



File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Currency Setup Exchange Rates Denomination Setup Increment Setup Link

*Currency Code: AF IBOP: AF

ODC: 2 *ISO: AFA

*Digits Right of Decimal: 2 ☐ Inactive Currency Code

Transaction Type Printed By

☐ Check ☒ DDS

☒ Cash ☐ Other



LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES



Establish An LDA Within DDS (2 of 4)

Currency Setup

*Currency Code: AF

ODC: 2

*Digits Right of Decimal: 2

Transaction Type

☐ Check

☒ Cash

☐ ATM

☐ Mav

☐ RFA

Printed By

☒ DDS

☐ Other

Note** Since the LDA is set-up based on an existing currency, all entries should match except for the currency code, transaction type (check) and printed by (other)

Currency Setup

*Currency Code: A1

ODC: 2

*Digits Right of Decimal: 2

Transaction Type

☒ Check

☒ Cash

☐ ATM

☐ Navy Marine Cash

Printed By

☐ DDS

☒ Other



LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES



Establish An LDA Within DDS (3 of 4)

Currency Setup | **Exchange Rates** | Denomination Setup | Increment Set

Currency Code:

☒ Daily Exchange Rates?

Daily Exchange Rates - or - Average Rate

Accommodation: 50

Prevailing: 50

Official: 50

Rate:

Note** The exchange rate should be the same as the currency the LDA was built on

Note** The denominations will be set-up the same as the currency the LDA was built on

Currency Setup | Exchange Rates | **Denomination Setup**

Currency Code:

*Denomination	*Value
1000 AFGHANI	1000
500 AFGHANI	500
100 AFGHANI	100



LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES



Establish An LDA Within DDS (4 of 4)

Exchange Rates | Denomination Setup | Increment Setup | **Limited Depository** | Defi

Currency Code: **A1**

☐ Person ☒ Institution

AFGHANISTAN INTERNATIONAL BANK (AIB)

Address

☐ US ☒ Foreign

2ND HOUSE ON THE LEFT
BEHIND THE ARMANI HIGH SCHOOL
32112 KABUL, AFGHANISTAN

*Account Number
111111111111111111

POC
POC SAMEER CENA

Phone Number
222-222-2222

LD Balance

Note The banking information should be exactly the same information as listed on the bank statement**

Denomination Setup | Increment Setup | Limited Depository | **Default Acctng Lines**

Currency Code: **A1**

Accounting Lines

Type	DPI	CD	FY	APC	EOR	Document Reference
GAIN			9	U006	0000	
LOSS			9	U007	0000	

Current Setup

Icons: [Green Flag] [Pencil] [Red X] [Red Circle with X] [Blue Save] [Printer] [Help]

The last action will be to save the LDA information



LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES



Deposit Funds To DDO's LDA (1 of 11)

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Interface Processing
Check/EFT for Cash
Check
EFT
SF 1149 - Statement of LDA

*Type
☐ Check ☒ EFT *Purpose: CHECK/EFT FOR CASH

Addressee Component
☐ Person ☒ Institution
Institution
106TH FMSU Query
☐ US ☒ Foreign
TALLIL, IRAQ

Currency Code for LDA Deposit Only: *US Amount: 1,000,000.00
*FC Amount: Routing Number: 11111111 8
*Exchange Rate: Account Number: 123456789
US Equiv: Account Type: Checking

- The DDO will input an EFT for cash
- The DDO will select "institution" and put the name of the organization with address
- The amount of the EFT will be for the US Dollar amount to be sent through ITS.gov at the "spot rate"
- The Routing Number, Account Number, and Account Type do not matter at this time as the interface file for LDA funding does not work and will not be used

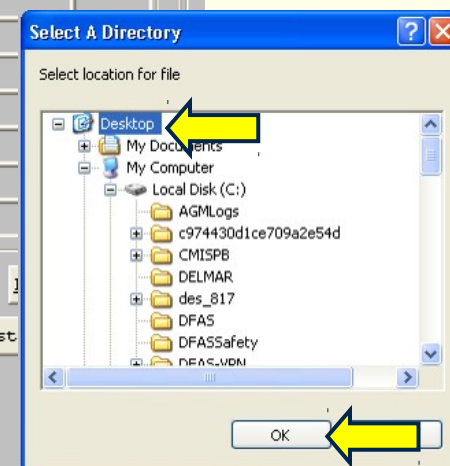


The screenshot shows the 'Check/EFT' menu in the software. The menu is open, displaying the following options:

- Interface Processing
- Check/EFT for Cash
- Check
- EFT** (highlighted)
- SF 1149 - Statement of LDA

A sub-menu for 'EFT' is also visible, showing the following options:

- Create Domestic EFT File** (highlighted)
- Create International EFT File
- Process Reject/NOC's

[illegible]



LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES



Deposit Funds To DDO's LDA (3 of 11)

EFT20100819.00B

08/19/2010 15:35:00

SF 5515 -- 3

EFT REPORT
DSSN: 8550 SITE: 00001
Office Rtn: 314074269
07/19/2010 A

Payee	SSN	DOV Nbr/ Purpose	Payroll No.	Trace No.
106TH FMCO		CHECK/EF1 FOR CASH		0000001

EFT20100819.00B

08/19/2010 15:35:00

SF 5515 -- 3

EFT REPORT
DSSN: 8550 SITE: 00001
Office Rtn: 314074269
07/19/2010 A

EFT Error Listing

Payee	Voucher Type	Amount	Error Message
*** NO ERRORS OCCURRED ***			

Debit Voucher Number: 3

EFT Items Debits to Federal Reserve Bank

Name	SSN	DOV Nbr/ Purpose	Payroll No.	Trace No.
106TH FMCO		CHECK/EFT FOR CASH		00001
Total:				


STANDARD FORM 655 (Rev. 9-78) PRESCRIBED BY DEPT. OF THE TREASURY 47749-3000				DEPARTMENT OF THE TREASURY FINANCIAL MANAGEMENT SERVICE	
DEBIT VOUCHER					
VOUCHER NUMBER		DATE PRESENTED OR DELETED TO BANK M M Y Y D D		8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)	
(1) 3	(2) 071019	(3) 0008550-0	(4) 1,000,000.00	SINGLE SPACE ALL ENTRIES ON THIS LINE USE NORMAL PUNCTUATION-OMIT \$ SIGN	
(5) <input type="checkbox"/> UNCOLLECTIBLE ITEMS <input checked="" type="checkbox"/> OTHER (Explain in Box 6)		(6) DEPOSITARY USE			
(7) NAME AND ADDRESS OF DEPOSITARY USAFIMCOM DFAS INDIANAPOLIS			(8) CERTIFY THAT THE ABOVE AMOUNT HAS BEEN DEBITED TO THE ACCOUNT OF THE TREASURY ON THE DATE SHOWN. UNCOLLECTIBLE ITEMS HAVE BEEN RETURNED TO THE DEPOSITOR OR APPROPRIATE NOTICE GIVEN.		
(9) DEPOSITOR'S TITLE, DEPARTMENT OR AGENCY AND ADDRESS DEPOSITOR FORWARDED THIS DOCUMENT WITH STATEMENT OR TRANSCRIPT OF THE U.S. TREASURY ACCOUNT OF THE SAME DATE			AUTHORIZED SIGNATURE		



LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES



Deposit Funds To DDO's LDA (4 of 11)

 International Treasury Services

Financial Management Service [ITS Help Logout](#)


ENV: ITS QA - Primary SITE: QA Primary MODE: PROD Cycle Date: Aug 16, 2010

General
About ITS.GOV

Recurring Payments
View History

Payments: Manage Payments

Template Name [Look Up](#) (Template is optional)

 International Treasury Services

Financial Management Service [ITS Help Logout](#)

ENV: ITS QA - Primary SITE: QA Primary MODE: PROD Cycle Date: Aug 16, 2010

General
About ITS.GOV

Recurring Payments
View History

Payments
Manage Payments
Purchase Currency
Manage Templates
Additional Services

Payments: Manage Payments

Create Payment Service [Payment List](#)

Entry Date: 08/16/2010

Agency Locator (ALC): 00008830 [Look Up](#) Rule #:

Recipient ID:

Recipient ID:

Recipient Name:

ALL ALCs

OR

	ALC	Sub-Agency Name
<input type="button" value="Select"/>	00008830	US ARMY - BAGRAM
<input type="button" value="Select"/>	00018830	US ARMY - BAGRAM FUNDING
<input type="button" value="Select"/>	20006321	U.S. ARMY DDS MT103

[Close Window](#)



LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES



Deposit Funds To DDO's LDA (5 of 11)

Payments: Manage Payments	
Create Payment Service ▲ Payment List	
Entry Date:	08/16/2010
Agency Locator (ALC):	00018830
Schedule #:	00003
Recipient Information	
Recipient ID:	374TH FINANCIAL MANAGEMENT COMP
Recipient Name:	CPT BUTLER
Recipient Address:	BAGRAM AIR BASE APO AE 09112
Bank Information	
Account Type:	CHECKING
IBAN/Account #:	123456789
Bank ID Format:	SWIFT
Bank SWIFT Address:	AFIBAFKA
Bank Number:	
Bank Name:	
Bank Address:	
Bank Detail:	/ACC/



LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES



Deposit Funds To DDO's LDA (6 of 11)

Payment Information

Type of Payment:	VENDOR-CHARGE OUR	Voucher Number:	<input type="text"/>
Mode of Payment:	ELECTRONIC	Clients/Commodities:	<input type="text"/>
Recipient Country:	AFGHANISTAN - AF		
Show Intermediary Bank Fields			
Value Date:	08/18/2010 (mm/dd/yyyy)		
Payment Currency:	AFN - AFGHANISTAN AFGHANI		
US Dollar Amount:	1000000		
Foreign Amount:	<input type="text"/>		

[Show Point of Origin](#)

[Show Disbursing Account Data](#)

[Show Regulatory Report Data](#)

[Show Payment Details](#)

Save

Microsoft Internet Explorer



Payment was created.
Request status: Awaiting Verification.

Click OK if you would like to enter another payment for this schedule number.
Click Cancel if you would like to enter a new schedule number or if you are finished entering payments.

OK



LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES



Deposit Funds To DDO's LDA (7 of 11)

Financial Management Service
ENV: ITS QA - Primary SITE: QA Primary MODE: PROD Cycle Date: Aug 16, 2010 [ITS Help](#) [Logout](#)

General
About ITS.GOV

Recurring Payments
View History

Payments
Manage Payments
Purchase Currency
Manage Templates
Additional Services

File Mgmt Ser
Pass-thru Files
Agency Files
FedACH Files

Inquiry
Reports
IBAN Validation
Currency Converter

Agency Files
FedACH Files

Payment Information

Type of Payment: VENDOR-CHARGE OUR Voucher Number:
Mode of Payment: ELECTRONIC Client/Commodities:
Recipient Country: AFGHANISTAN-AF Aggregated Payment: NO
Value Date:
Instructed Currency:
Payment Currency:
Instructed Amount:
Point of Origin Name:
Point of Origin Address:
Payment Details:
Comment:

Payments: Manage Payments

Template Name [Look Up](#) (Use of template is optional)

Status [Look Up](#)
Awaiting Verification ALC 00018830 View Payments

View	Status	Value Date	Schedule #	Agency Locator (ALC)	Entry Date	Recipient Name	Instructed Amount
	Awaiting Verification	08/18/2010	00003	00018830	08/16/2010	CPT BUTLER	1,000,000.00

Microsoft Internet Explorer
Are you sure that you want to verify this payment? 1,000,000.00

Microsoft Internet Explorer
Payment verified



LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES



Deposit Funds To DDO's LDA (8 of 11)

Payments: Manage Payments

Template Name [Look Up](#)

Create Payment

(Use of template is optional)

Status

Awaiting Release

ALC

[Look Up](#)

00018830

View Payments

Select	Value Date	Schedule #	ALC	Payment Currency	# of Payments	US \$ Amount	Foreign Amount
<input type="checkbox"/>	08/18/2010	00003	00018830	AFN	1	1,000,000.00	
Total:					0	0	0
Total equivalent USD A							
<input type="checkbox"/> Select all	Release	Click for Correction	Expand all	Co			

Microsoft Internet Explorer



Release Success :

Total payments = 1

Total US Amount = 1,000,000.00

Total Equivalent USD Amount = 1,000,000.00

Total Foreign Amount = 0

Release Fail :

Total payments = 0

Total US Amount = 0

Total Equivalent USD Amount = 0

Total Foreign Amount = 0

OK



LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES



Deposit Funds To DDO's LDA (9 of 11)

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Vault Info
Agent Info
Cash Received from Bank
Overdraft/Underdraft

NOTE: Funds should not be added until they are verified in LDA account at the bank

*Type
☐ Check ☒ EFT

Check/Tracer Nbr	Bank Date	Amt
3	07/19/2010 A	1,000,000.00

Cash Amount

*Curr Cd	*Amount	*Exch Rate	*US Equiv



LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES



Deposit Funds To DDO's LDA (10 of 11)

←

*Type
☐ Check ☐ EFT ☐ Cash

Check/Tracer Nbr	Bank Date	Amt
3	07/19/2010	1,000,000.00

Cash Amount

User Id: Currency Code: Exchange Rate: *Vault Code:

Currency Amt Entered for Vault: US Equiv Entered For Vault:

Currency Amt to Distribute: Remaining Currency Amt to Distribute:

*Curr Cd	*Amount	*Exch Rate
F1	100000000.00	100

Denominations	Before Qty	After Qty	Count	Amount
1000 AFGHANI	0	100,000	100000	100,000,000.00
1 AFGHANI	0	0	0	.00
MUTILATED	0	0	0	.00

*Total US Equivalent:

Total Currency Amt Entered: Total US Equiv Entered:

OK Cancel Clear



LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES



Deposit Funds To DDO's LDA (11 of 11)

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Exchange Transactions (U.S./Foreign Currency)
Disbursements
Collections
Deposit

Input

Deposit To: ☐ US Treasury ☒ LD Account

Currency Code: F1

*Date of Deposit: 7/19/2010

Deposit Ticket *Ticket Number: 000001

*Deposit Amount: 100000000.00

Bank Exchange Rate: 100

System Exchange Rate: 100

US Equivalent: 1,000,000.00

US Equivalent: 1,000,000.00

Calculated Differences

Exchange Gain or Loss: .00

Deposited Items

*Currency Code: F1

Type: ☒ Cash ☐ Check ☐ US TC

*Cash Amount: 100000000.00

VLT

Negotiable Instruments

Vlt	User	NI	NI	NI	US
Cd	Site	Cd	Type	Number	Equivalent

User Id: IDB Currency Code: F1 Exchange Rate: 100 *Vault Code: IR

Currency Amt Entered for Vault: 100,000,000.00 US Equiv Entered For Vault: \$1,000,000.00

Currency Amt to Distribute: 100,000,000.00 Remaining Currency Amt to Distribute: .00

Denominations	Before Qty	After Qty	Count	Amount
1000 AFGHANI	100,000	0	100000	100,000,000.00
1 AFGHANI	0	0	0	.00
MUTILATED	0	0	0	.00

Total Currency Amt Entered: 100,000,000.00 Total US Equiv Entered: \$1,000,000.00

OK Clear

Deposit Ticket Number: 1

Account Deposited To: AIB 123456789

Cash Deposit

Cash items deposited in Currency Code: F1

Denominations

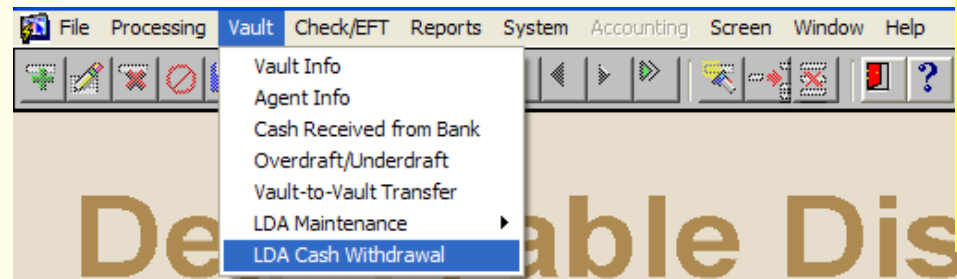
	Amount
1000 AFGHANI	100,000.00
Total:	100000000.00



LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES



Cash Withdrawal From An LDA



****Note - For local withdrawal's only.**

- **When needing local currency from the bank, the DDO will select LDA Cash Withdrawal from the LDA. The DDO will select the LDA account, and then the currency actually on hand.**

LDA Cash Withdrawal

*Withdrawal Number: 00002

*LDA
Curr Cd F1 Exchange Rate 100 U.S. Equivalent 10.00

Vault Cash Deposit

*Vault
Curr Cd FC *Amount 1,000.00 Exchange Rate 100 U.S. Equivalent

User Id: JCK Currency Code: FC Exchange Rate: 100 *Vault Code: JK

Currency Amt Entered for Vault: 1,000.00 US Equiv Entered For Vault: \$10.00

Currency Amt to Distribute: 1,000.00 Remaining Currency Amt to Distribute: .00

Denominations	Before Qty	After Qty	Count	Amount
50 FC DINAR	0	0	0	.0
20 FC DINAR	0	0	0	.0
10 FC DINAR	0	100	100	1,000.0
5 FC DINAR	0	0	0	.0
1 FC DINAR	90,000	90,000	0	.0
.50 FC DINAR	0	0	0	.0
.01 FC DINAR	0	0	0	.0
OTHER	0	0	0	.0
MUTILATED	0	0	0	.0

Total Currency Amt Entered: 1,000.00 Total US Equiv Entered: \$10.00



Forms

Information: LDA withdrawal 000002 has been created.

OK

LDA Cash Withdrawal Listin 12/02/2009 13:16:52

10001 ALPHA DETACHMENT
12/02/2009 A

Withdrawal Number: 000002
LDA account withdrawn: AIB 111111111
LDA currency code: F1 Official/Average Exchange rate: 100
US Equivalent amount withdrawn: 10.00

Gain/Loss: .00

User Id: JCK JAMES KELLEY
Vault Code: JK
Vault Currency Code: FC Accommodation/Average Exchange rate: 100
US Equivalent amount deposited: 10.00

Vault	Denominations	Quantity	Value
JK	10 FC DINAR	100	1,000.00



LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES



Advance Funds To Disbursing Agent's LDA (1 of 2)

SEQUENCE # 1 STATEMENT OF AGENT OFFICER'S ACCOUNT 12/02/2009 16:08:33				
DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NUMBER ANTHONY COLE CAMP LIBERTY IRAQ APO AE 09165 DSSN 8550		AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS (Include ZIP Code/APO number and Telephone number) PABLO SANCHEZ 111111119 CAMP ALPHA		
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT				
TRANSACTIONS a	INCREASE (Received by Agent) b	BEGINNING BALANCE (In Agent's Account) c	DECREASE (Turned in by Agent) d	ENDING BALANCE (In Agent's Account) e
1. BALANCE FORWARD		1,010,256.41		1,010,356.41
2. U.S. DOLLARS				
3. FOREIGN CURRENCY	100.00			
4. MILITARY PAYMENT CERTIFICATE				

- DDO will contact the local bank and have funds transferred from their LDA to the DA's LDA.
- The DDO will conduct an LDA Cash Withdrawal in DDS. The withdrawal will be from the LDA, and the deposit will be the LDA currency.
- The DDO will then advance the DA the LDA withdrawal.
- The DA will accept the advance and then create a deposit ticket to the LD Account.

Input

Deposit To: ☐ US Treasury ☒ LD Account

Currency Code: F1

*Date of Deposit: 12/02/2009

Deposit Ticket: *Ticket Number: *Deposit Amount: 100

Bank Exchange Rate: 100

US Equivalent: 100.00

System Exchange Rate: 100

US Equivalent: 100.00

Calculated Differences

Exchange Gain or Loss:

Deposited Items

*Currency Code: F1

☒ Cash ☐ SVC ☐ Check ☐ US TO

*Cash Amount: 10000.00

Negotiable Instruments

Vlt User NI NI NI

US



LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES



Advance Funds To Disbursing Agent's LDA (2 of 2)

User Id: JCK Currency Code: F1 Exchange Rate: 100 *Vault Code: JK

Currency Amt Entered for Vault: 10,000.00 US Equiv Entered For Vault: \$100.00

Currency Amt to Distribute: 10,000.00 Remaining Currency Amt to Distribute: .00

Denominations	Before Qty	After Qty	Count	Amount
25000 FC DINAR	0	0	0	.0
5000 FC DINAR	0	0	0	.0
1000 FC DINAR	0	0	0	.0
10000 FC DINAR	0	0	0	.0
500 FC DINAR	0	0	0	.0
250 FC DINAR	0	0	0	.0
100 FC DINAR	100	100	100	10,000.0
50 FC DINAR	0	0	0	.0
20 FC DINAR	0	0	0	.0

Total Currency Amt Entered: 10,000.00 Total US Equiv

Input

Deposit To US Treasury

Negotiable Instruments

Currency Code

*Date of Deposit

Depo

Page: 1

12/02/2009 1

Deposit Ticket Number: 4
Account Deposited To: AIB 11111111
Cash Deposit
Cash items deposited in Currency Code: F1

Denominations	Amount
100 FC DINAR	100.00
Total:	10000.00



LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES



Post A Payment To An LDA (1 of 3)

Processing Vault Check/EFT Reports System Accounting Screen Window Help

Exchange Transactions (U.S./Foreign Currency)

Disbursements Manual

Collections Military Payments

STEP 8

*Curr: **F1** Exchange Rate: 100 *Payment Time: CHECK *Voucher Series: MSC **Pay** **STEP 9**

Payee
☐ Person ☒ Institution

Name: CAMEL DEPOT **STEP 4** Query

Address
☐ US ☒ Foreign
DESERTS, FC **STEP 5**

Available Loads Remove Load

*Amount: 20,000.00 **STEP 6**

Total US Equiv: 200.00

Travel Stop Date: Card Number:

STEP 7 Accounting Lines

Confirm
! Make Payment?
Yes **STEP 10**

DPI	CD	FY	APC	EOR	US Equiva
	9	0232	0000		200

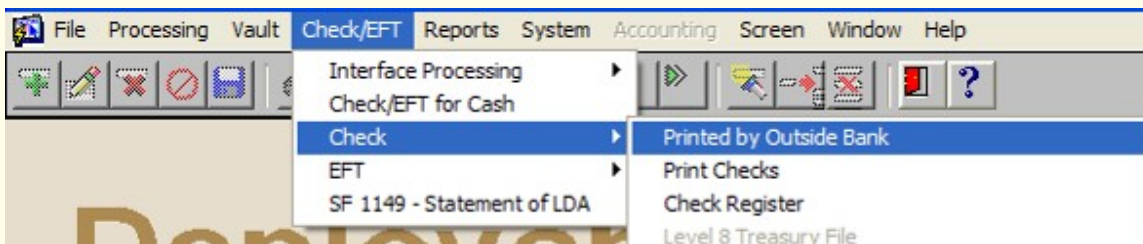
Total US



LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES



Post A Payment To An LDA (2 of 3)



Select | Reconcile | Reprint Listing

*Curr Code: F1 *Exchange Rate: 100 LDA Balance: 9909000.00

STEP 1 →

Process
Print Voucher

Ext Cert	Input Date	Source	Name	Curr Amount	Cert User ID
STEP 2 →	11/30/2009	MANDIS	CAMEL DEPOT	20000.00	JCK

- Once the payment has been entered, the DDO must wait for confirmation from the bank
- Once confirmation is received from the bank that the transfer has been made, the DDO will select the payment and process the voucher

Select | Reconcile | Reprint Listing

*Curr Code: F1 *Exchange Rate: 100 LDA Balance: 9889000.00

STEP 3 →

Process
Print Voucher

Ext Cert	Input Date	Source	Name	Curr Amount	Cert User ID
<input checked="" type="checkbox"/>	11/30/2009	MANDIS	CAMEL DEPOT	20000.00	JCK



LIMITED DEPOSITARY ACCOUNT (LDA)



Post A Payment To An LDA (3 of 3)

Listing 1 Checks for External Printin 11/30/2009 16:28:10

AIB
Currency Code F1
Date: 12/02/2009 A

DOV: 701001 Amount: 20000.00

Name: CAMEL DEPOT

Address: DESERTS, FC

- Stay in contact with the bank;
Once the bank issues the check
use the check number from the
bank to reconcile the payment.

Select Reconcile Reprint Listing

*Curr Code: F1

Check Number	Paid Date	Name	Curr Amount	DOV/Purpose	Exchange Rate
NOT ENTERED	02-DEC-2009	CAMEL DEPOT	20000.00	701001	100

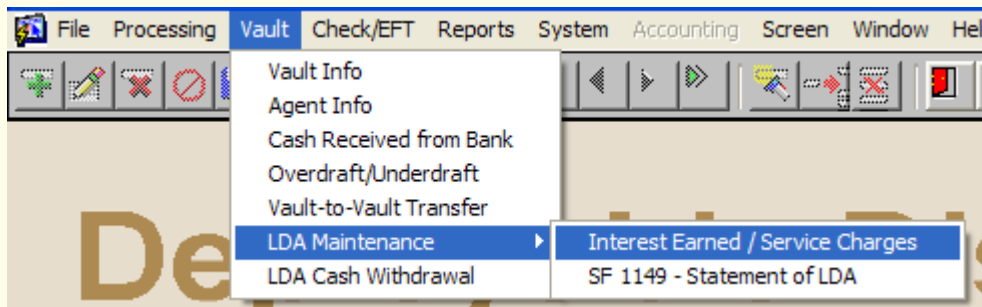
- The payment will clear from the reconcile list after
the Check number is saved to the record.



LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES



Post Interest/ Service Charges To An LDA (1 of 3)



*Currency Code:	<input type="text"/>	
Account Number:	<input type="text" value="F1"/>	Institution Name: <input type="text"/>
Outstanding Account Balance:	<input type="text"/>	US Equiv: <input type="text"/>
<input checked="" type="radio"/> *Interest Earned <input type="radio"/> *Service Charge		
*Applied Date:	<input type="text"/>	*Amount: <input type="text"/>
*Exch Rate:	<input type="text"/>	US Equiv: <input type="text"/>
<input type="button" value="Accounting Lines"/>		



LIMITED DEPOSITARY ACCOUNT (LDA) PROCEDURES



Post Interest/ Service Charges To An LDA (2 of 3)

STEP 6

*Currency Code: F1
STEP 1

Account Number: 111111111 Institution Name: AIB

Outstanding Account Balance: 9,889,000.00 US Equiv: 98,890.00

☐ *Interest Earned ☒ *Service Charge

Applied Date: 12/02/2009 STEP 2

*Amount: 3,000.00 STEP 4

*Exch Rate: 100 STEP 3

US Equiv:

Accounting Lines

STEP 5

DPI	CD	FY	APC	EOR	US Equivalent	Document Reference	IBOP	ODC	Mat Cd	Qty	DISC
		9	0232	0000	30.00		AF	2			N

21 9 2020 0000 22 0204 1351980000 0000 AF 0232 000000 099999 Total US Equivalent: 30.00

Forms

Information: Voucher Number 701002 assigned

OK

STEP 7

Forms

FRM-40404: Database apply complete: 3 records applied.

OK

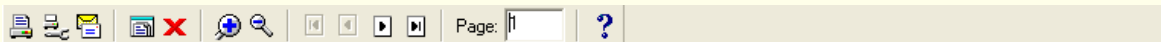
STEP 8



LIMITED DEPOSITARY ACCOUNT (LDA)



Post Interest/ Service Charges To An LDA (3 of 3)



Standard Form 1034 Revised October 1987 Department of the Treasury 1 TFM 4-2000		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL		VOUCHER NO.	
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION ARMY ALPHA DETACHMENT CAMP ALPHA			DATE VOUCHER PREPARED 11/30/2009		
			CONTRACT NUMBER AND DATE		
			REQUISITION NUMBER AND DATE		
PAYEE'S NAME AND ADDRESS AIB AFGHANISTAN			DATE INVOICE RECEIVED 12/02/2009		
SHIPPED FROM TO					
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES (Enter description, item number of contract, schedule, and other information as)			
12/02/2009	12/02/2009	Service Charge AIB Account Number 111111111 12/02/2009 F1 3,000.00			

- Service Charges will be processed on an SF 1034.
- Interest will be processed on a DD Form 1131.

CASH COLLECTION VOUCHER		DISBURSING OFFICE COLLECTION VOUCHER NUMBER 000004	
		RECEIVING OFFICE COLLECTION VOUCHER NUMBER	
Receiving Office	ACTIVITY (Name and location)		
	RECEIVED AND FORWARDED BY (Printed name, title and signature) DATE		
Disbursing Office	ACTIVITY (Name and location) USAFMCOM DFAS INDIANAPOLIS		
	DISBURSING OFFICER (Printed name, title and signature) ANTHONY COLE DISBURSING OFFICER		DISBURSING STATION SYMBOL NUMBER 8550
			DATE 07/19/2010 A
PERIOD: From To			
DATE RECEIVED	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT
20100719A	AIB	INTEREST EARNED F1 @100 100.00 07/19/2010 123456789	1.00
ACCOUNTING CLASSIFICATION 97 0 0130 1881 00 0000 018001000000 0000 FO INTEREST 0203 018001			



MODULE 11 - ADVANCE AN AGENT





ADVANCE AN AGENT

Couriers Acting on behalf of DA , DDO or DO

- All Couriers will be appointed by the DO in writing to perform duties as a
 - courier of cash, coins and checks
- DD Form 165 (“Shipment of Funds”) must be used to transport funds.
 - ✓ Funds must be counted and verified by the courier and DDO prior to all signing the DD 165.
 - ✓ Upon return to their site the courier along with the DA will count the funds and sign the DD 165.
 - ✓ A copy of the DD 165 and DD 1081 signed by the DA will be sent back to the issuing DDO.



ADVANCE AN AGENT



Sample Courier Orders



ATTENTION OF

DEPARTMENT OF THE ARMY
15TH FINANCIAL MANAGEMENT COMPANY
15TH SPECIAL TROOPS BATTALION
15TH SUSTAINMENT BRIGADE
CAMP LIBERTY, IRAQ APO AE 09344

AFXV-CFG-DO

22 December 2009

MEMORANDUM FOR RECORD

SUBJECT: CHECK AND CASH COURIER APPOINTMENT ORDERS

1. RANK LAST, FIRST (###-##-####) is appointed as a Check and Cash Courier to MAJ First MLast, Disbursing Officer, 15th Financial Management Company, DSSN 5579.

2. PURPOSE: To perform duties as Check and Cash Courier for DSSN 5579 from 22 December 2009 until properly terminated.

3. SPECIAL INSTRUCTIONS: Courier is authorized to carry weapons and magazines of ammunition for safeguarding funds. Courier will safeguard treasury check for 15th Financial Management Company, DSSN 5579, and funds entrusted to them. Checks or funds will not be entrusted to others and funds will not be commingled with other funds. Courier will be briefed by the Deputy Disbursing Officer and understands the mission IAW the funding SOP.

FIRST LAST NAME
MAJ, FC
Disbursing Officer

I accept my appointment as check and cash courier to appointing official, and agree to hold myself accountable to the United States. I have been counseled as to my pecuniary liability, have been given and read and understand the standing operating procedures. I have had all my questions relating to this appointment answered satisfactorily.

FIRST LAST NAME
RANK, USA
Check and Cash Courier



Sample DD Form 165

SHIPMENT OF FUNDS (Items listed are covered by the Government Losses in Shipment Act)				1. DATE SHIPPED (YYYYMMDD) 20130305		2. SHIPMENT NUMBER (By Fiscal Year)	
3. TO (Include ZIP Code) DDO, 15th FMSU			4. FROM (Include ZIP Code) DA, 24th FMSU				
5. PURPOSE OF SHIPMENT Transfer of Currency to DDO		6. SHIPMENT VIA Courier		7. MAIL RECEIPT (If applicable) a. NUMBER b. DATE (YYYYMMDD)		8. GBL NO. (If applicable)	
9. CURRENCY OR COIN							
a. TYPE	b. DENOMINATION	c. QUANTITY	d. MONETARY UNIT TOTAL	e. RATE OF EXCHANGE		f. VALUE IN U.S. DOLLARS	
US Dollars	\$100	1000	\$10,000.00			10,000.00	
US Dollars	\$50.00	1000	\$5,000.00			5,000.00	
Afghmi	500	1000	500.000	51.2356		9,758.84	
				g. TOTAL CHECKS/MONEY ORDERS (From back)		0.00	
				h. TOTAL SHIPMENT		24,758.84	
10. SHIPPER CERTIFICATION. We have counted, verified and sealed this shipment.							
a. DISBURSING OFFICER, DEPUTY OR AGENT (1) PRINTED NAME AND SIGNATURE DA or DDO		(2) DATE SIGNED (YYYYMMDD)		b. WITNESS (1) PRINTED NAME AND SIGNATURE COURIER NAME		(2) DATE SIGNED (YYYYMMDD) 20130305	
11. DELIVERY CERTIFICATION. This shipment was received from shipper and delivered to:				a. NAME OF POST OFFICE OR CARRIER COURIER NAME			
b. DELIVERY DATE (YYYYMMDD) 20130306	c. DELIVERY TIME 1900	d. INDIVIDUAL RECEIVING DELIVERY (1) PRINTED NAME AND SIGNATURE DA OR DDO RECEIVING FUNDS		(2) TITLE DA or DDO		(3) GRADE/RANK 1LT	
12. RECIPIENT CERTIFICATION. I RECEIVED \$ IN THIS SHIPMENT. (Not applicable when funds are for deposit. Return signed original to shipper.)		e. RECIPIENT (1) PRINTED NAME AND SIGNATURE DA or DDO receiving Funds		(2) DATE SIGNED (YYYYMMDD) 20130306		(2) DATE SIGNED (YYYYMMDD) 20130306	
		(3) TITLE DA or DDO		(4) GRADE/RANK 1LT		(3) TITLE COURIER	
						(4) GRADE/RANK SPC	

DD FORM 165, JAN 2000
PREVIOUS EDITION IS OBSOLETE.
Docet
Adobe Professional

DD FORM 165, JAN 2000

PREVIOUS EDITION IS OBSOLETE.

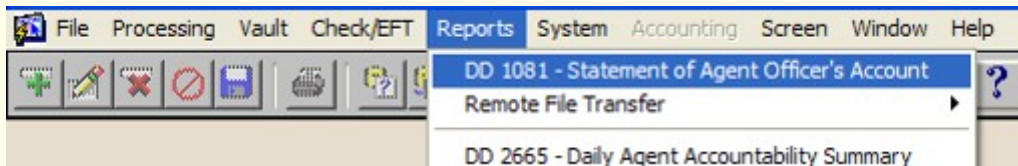
Reset

Adobe Professional 7.0



ADVANCE AN AGENT

Advance An Agent (1 of 4)



****Ensure the agent has already been created**

Issuing User Id: JCK Receiving User Id/Site:
 Issuing User Site: 10001 Name of Receiver:
 Name of Issuer: JAMES C KELLEY

☐ Return ☐ Partial ☐ Advance ☐ Full

Confirm Reject

STATEMENT OF AGENT OFFICER'S ACCOUNT
AFFECTING AGENT OFFICER'S ACCOUNT

	a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending (In agent's account)
0	1 Balance Forward:	.00	.00	.00	
1	2 U.S. Dollars:	.00	.00	.00	
	3 Foreign Curr(U.S. Equivalent):	.00	.00	.00	
	4 Military Payment Certificates:	.00	.00	.00	
2	5 Collections:	.00	.00	.00	
3	6 Deposits:	.00	.00	.00	
4	7a NI: Treasury Checks:	.00	.00	.00	
	7b Military Payment Orders:	.00	.00	.00	

- **Select the agent to be advanced
(Disbursing Agent/ Cashier/
Paying Agent)**



ADVANCE AN AGENT

Advance An Agent (2 of 4)

- Once the user ID has been selected, their name and advance will automatically populate

Issuing User Id: JCK Receiving User Id/Site: CA110001
Issuing User Site: 10001 Name of Receiver: CASHIERONE CASHIERONE
Name of Issuer: JAMES C KELLEY

☐ Regular ☐ Partial ☐ Advance ☐ Full

Generate Vouchers Confirm Reject

STATEMENT OF AGENT OFFICER'S ACCOUNT
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
0 1 Balance Forward:	.00	1,750.00	.00	.00
2 U.S. Dollars:	.00	.00	.00	.00

- Select the currency to advance.
(block 2 - US/ block 3 - FC)
- Once selected, another window will appear.
- Click the small vault to denominate from the DDO's vault.

Curr Code	On Hand	Amount	Exch Rate	US Equiv
US	1,000,000.00	.00		.00

U.S. Dollar: .00
Foreign Currency (U.S. Equivalent):
Military Payment Certificates:

Clear OK Cancel



ADVANCE AN AGENT

Advance An Agent (3 of 4)

User Id: TS1 Currency Code: US Exchange Rate: 1 *Vault Code: TS

Currency Amt Entered for Vault: 250,000.00 US Equiv Entered For Vault: \$250,000.00

Denominations	Before Qty	After Qty	Count	Amount
100 DOLLAR BILL	0	0	0	.00
50 DOLLAR BILL	0	0	0	.00
20 DOLLAR BILL	0	0	0	.00
10 DOLLAR BILL	0	0	0	.00
5 DOLLAR BILL	0	0	0	.00
2 DOLLAR BILL	0	0	0	.00
1 DOLLAR BILL	1,000,000	750,000	250000	250,000.00
1 DOLLAR COIN	0	0	0	.00
50 CENTS	0	0	0	.00

Total Currency Amt Entered: 250,000.00 Total US Equiv Entered: \$250,000.00

OK Cancel Clear

Hand Amount Exch Rate US Equiv

0.00	250,000.00	1	250,000.00

U.S. Dollar: 250,000.00

Foreign Currency (U.S. Equivalent):

Military Payment Certificates:

Clear OK Cancel

- The DDO will denominate the currency advanced.
- Once denomination is complete, select "ok."

- Once selected, a window will appear stating the amount pulled from the DDOs vault.
- Select "ok."



ADVANCE AN AGENT

Advance An Agent (4 of 4)

Issuing User Id: JCK Receiving User Id/Site: CA110001
Issuing User Site: 10001 Name of Receiver: CASHIERONE CASHIERONE
Name of Issuer: JAMES C KELLEY

☐ Return ☐ Partial ☐ Advance ☐ Full

Generate Vouchers Confirm Reject

STATEMENT OF AGENT OFFICER'S ACCOUNT
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

	a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
0	1 Balance Forward:	.00	1,750.00	.00	1,750.00
1	2 U.S. Dollars:	250,000.00	.00	.00	.00
	3 Foreign Curr (U.S. Equivalent):	.00	.00	.00	.00
	4 Military Payment Certificates:	.00	.00	.00	.00
2	5 Collections:	.00	.00	.00	.00
3	6 Deposits:	.00	.00	.00	.00
4	7a NI: Treasury Checks:	.00	.00	.00	.00
	7b Military Payment Orders:	.00	.00	.00	.00
5	7c.1 NI: EFT For Cash:	.00	.00	.00	.00
	7c.2 NI: Dishonored Checks:	.00	.00	.00	.00
	7c.3 Other Negotiable Instruments:	.00	.00	.00	.00
6	8 Paid Vouchers:	.00	.00	.00	.00
	9 Incorrect Vouchers Ret:	.00	.00	.00	.00
	10.1 Overdrafts:	.00	.00	.00	.00
7	10.2 Loss of Funds:	.00	.00	.00	.00
	10.3 Transfers In and Out:	.00	.00	.00	.00
	10.4 Stored Value Card Load:	.00	.00	.00	.00
	11 Stored Value Card Sales:	.00	.00	.00	.00
	12 Total Funds:	.00	1,750.00	.00	1,750.00

- Amount advance will now populate the DD Form 1081.
- Click block 12 to recalculate the columns.
- Block 12 will now update with the total amount advanced to the agent.

SEQUENCE #

STATEMENT OF AGENT OFFICER'S ACCOUNT

DISBURSING OFFICER'S NAME, ADDRESS,
DISBURSING STATION SYMBOL NUMBER

ANTHONY COLE
CAMP LIBERTY
IRAQ
APO AE 09165
DSSN 8550

AGENT OF OFFICE
(Include
CASHIER
11111111
CAMP ALI)

TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

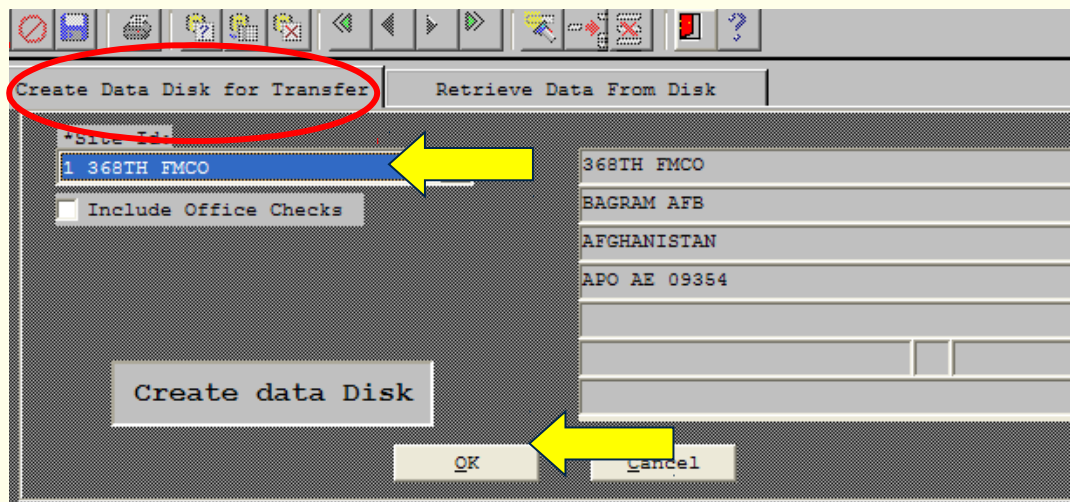
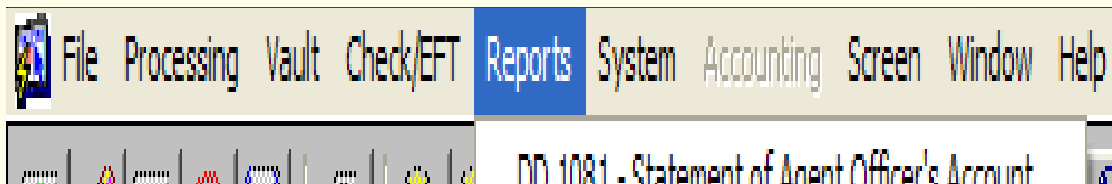
TRANSACTIONS	INCREASE	BEGINNING
--------------	----------	-----------

12 Total Funds: .00 251,750.00 .00 251,750.00



ADVANCE AN AGENT

Create A Remote File Transfer (RFT)



*** Please choose a SITE ID... then press the OK button ***

- Once “new” is selected, a window will appear with 2 tabs.
- DDS defaults to the “create data disk for transfer.”
- Select the appropriate Site ID that DDS should be transferring with.
- Select “ok” to generate the RFT file.



ADVANCE AN AGENT

Create A Remote File Transfer (RFT) (2 of 3)

Create Data Disk for Transfer | Retrieve Data From Disk

*Site Id:
1 368TH FMCO

☐ Include Office Checks

368TH FMCO
BAGRAM AFB
AFGHANISTAN
APO AE 09354

Question
Create File for Transfer to another Site?
Yes

*** Please choose a SITE ID... then press the OK button ***

*** NOTE: regardless of whether a DD1081 was created ***
*** There is information on this file that MUST BE SENT!!!

PROCESS IS COMPLETE. File ready to be copied to diskette.

If this is a large transfer this will take several minutes

Transfer to storage

- Once the RFT has been created, the remarks window will state that the file has been created, and the "transfer to storage" key will become enabled.
- Select the "transfer to storage" key, and place in the folder where the RFT files will be maintained.

This file must be processed even though no DD1081s were attached since the information can be important and necessary to the destination site.

PROCESS IS COMPLETE. File ready to be copied to diskette

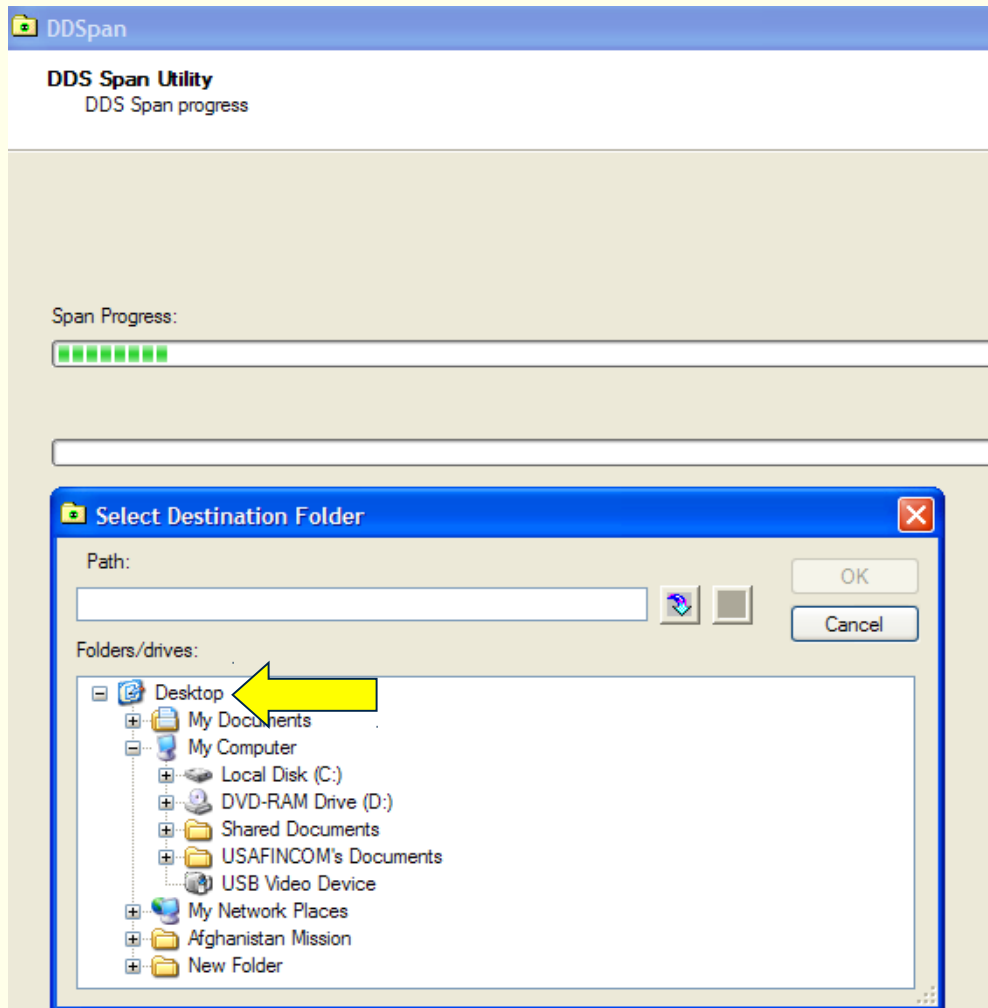
If this is a large transfer this will take several minutes

Transfer to storage

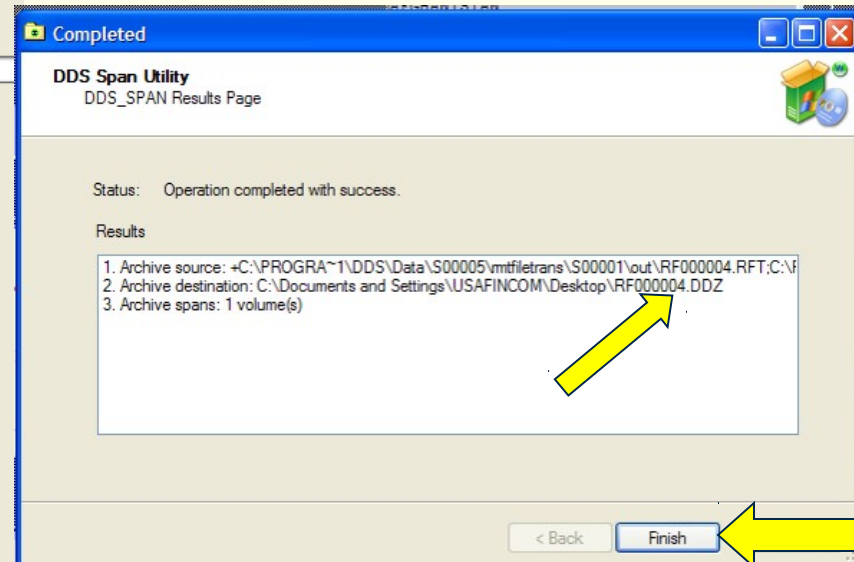


ADVANCE AN AGENT

Create A Remote File Transfer (RFT) (3 of 3)

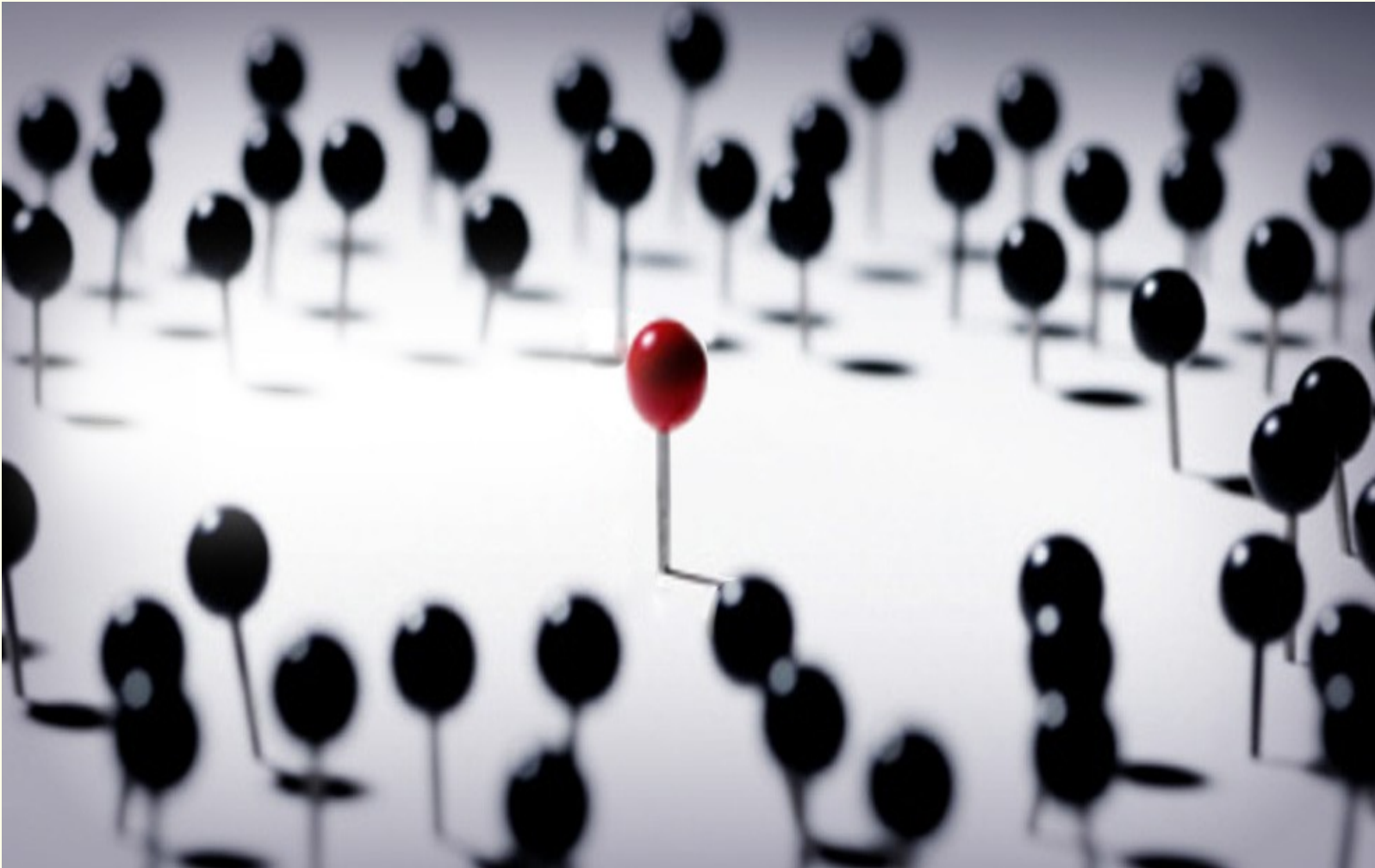


- The RFT file will be transferred in by the receiving DA and confirmed (or rejected) after the funds have been counted and verified.





MODULE 12 - CLEAR A DISBURSING AGENT





CLEAR A DISBURSING AGENT



Example of DA business to DDO (1 of 2)

- All documentation must be verified and reviewed **BEFORE** Remote File Transfer (RFT) is processed in DDS (performed by the clearing cell)
- DD Form 1081 (with RFT # in upper right hand corner)
- DD Form 2665
- OTCnet approved and transmitted check batches
 - ✓ OTCnet Deposit Ticket
 - ✓ DDS Deposit Ticket (with DDS Check Listing)
 - ✓ OTCnet Batch-List
- SVC Sales
 - ✓ DDS Deposit Ticket (with DDS Sales Listing)
 - ✓ "Settlement Report" slip(s) from POS devices(s)
- SCV Loads
 - ✓ DDS Debit Voucher (with DDS Load Listing)
 - ✓ Load Transaction Detail Report(s)



CLEAR A DISBURSING AGENT



Example of DA business to DDO (2 of 2)

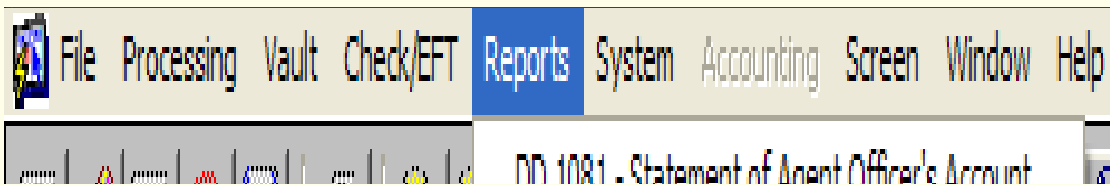
- Cash Collection Vouchers (DD1131) in voucher number sequence
 - ✓ DD1131 for SDP Cash: Must have copy of ID card
 - ✓ DD1131 for SDP SVC: Must have copy of ID card, copy of sales receipt
 - ✓ DD1131 for SDP PC: Must have copy of ID, copy of check
 - ✓ DD1131 for foreign currency gain by exchange
 - ✓ DD1131, misc types: Must be supported by appropriate documentation
- Paid Vouchers in voucher number sequence
 - ✓ Local Pays: DDS DD117, DDS DD1351-6, manual DD1351-6
 - ✓ Paying Agents: Cover SF1034, with supporting SF44s and appropriate clearance memorandums
 - ✓ SF 1034 for foreign currency gain by exchange
- OF 1017-G (if any on hand)



CLEAR A DISBURSING AGENT



Retrieve A Remote File Transfer (RFT)



Create Data Disk for Transfer | **Retrieve Data From Disk**

*Site Id:
1 368TH FMCO

☐ Include Office Checks

Create data Disk

OK Cancel

368TH FMCO
BAGRAM AFB
AFGHANISTAN
APO AE 09354

*** Please choose a SITE ID... then press the OK button ***

Transfer to storage

- Once "new" is selected, a window will appear with 2 tabs.
- DDS defaults to the "create data disk for transfer." Select the "Retrieve Data From Disk" tab.



CLEAR A DISBURSING AGENT



Retrieve A Remote File Transfer (RFT) (2 of 3)

Create Data Disk for Transfer | Retrieve Data From Disk

Transfer in File (indicated by a yellow arrow)

File Path Name:

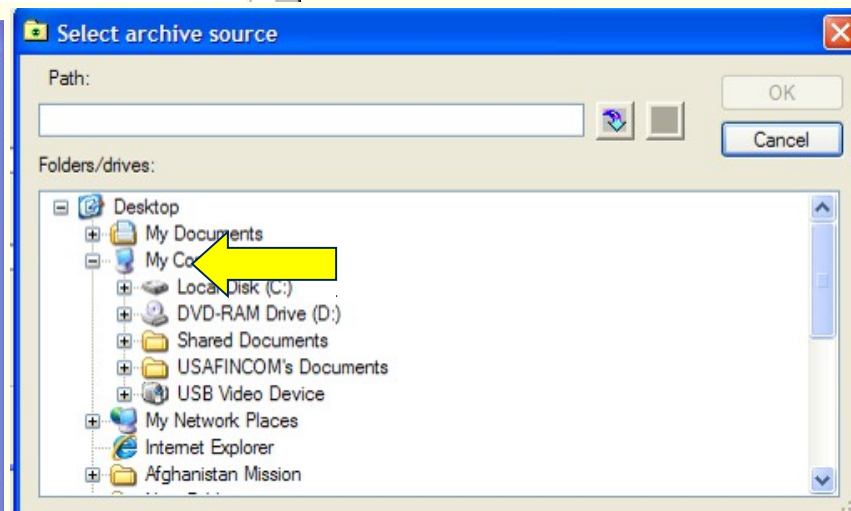
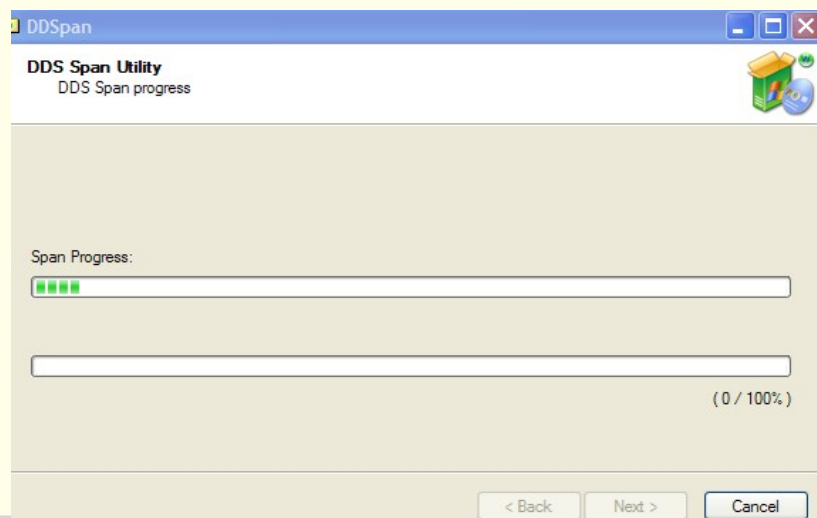
REMOTE SITE 5 - KANDAHAR DA
KANDAHAR FINANCE OFFICE

Retrieve Data

Ok Cancel

*** Please press the transfer in File button... to locate file for Retrieval ***

- Select the "transfer in file" button.
- A window will appear asking for the location of the file.
- Once the file location has been identified, select "ok," and the file will be brought into a queue and the "OK" button will become available.

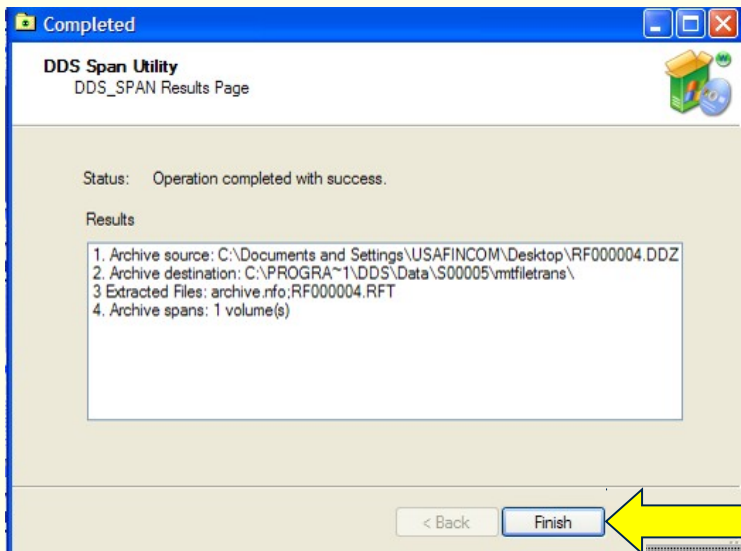




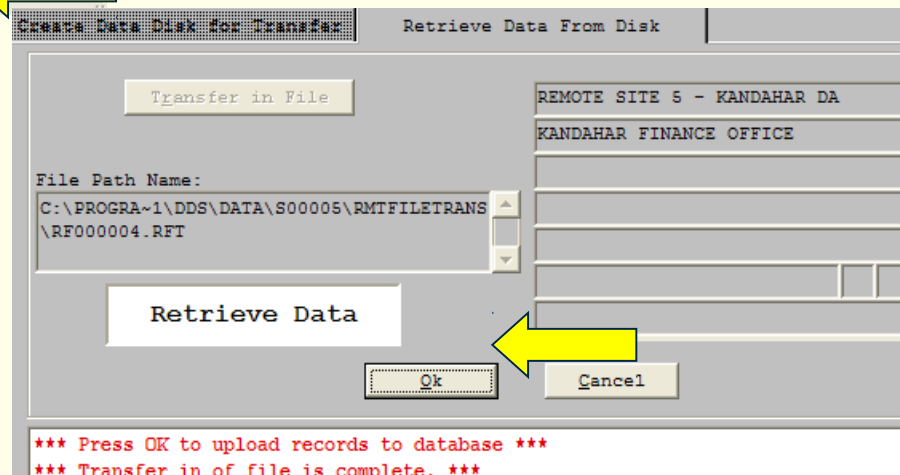
CLEAR A DISBURSING AGENT



Retrieve A Remote File Transfer (RFT) (2 of 2)



- Once the file has been brought in, select "ok" to upload the file into DDS.
- Once uploaded, the user will then go to DD Form 1081 to accept funds. **The RFT may have only carried admin data.





CLEAR A DISBURSING AGENT



Confirm DA 1081 (1 of 3)

Issuing User Id: CA1 Receiving User Id/Site: JCK10001

Issuing User Site: 10001 Name of Receiver: JAMES C KELLEY

Name of Issuer: CASHIERONE CASHIERONE

☒ Return ☐ Partial ☐ Advance ☒ Full

Generate Vouchers Confirm Reject

STATEMENT OF AGENT OFFICER'S ACCOUNT
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

	a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
0	1 Balance Forward:		1,500.00		1,510.00
1	2 U.S. Dollars:			1,500.00	
	3 Foreign Curr (U.S. Equivalent):			10.00	
	4 Military Payment Certificates:				
2	5 Collections:				
3	6 Deposits:				
4	7a NI: Treasury Checks:				
	7b Military Payment Orders:				

Business Day: 12/02/2009 A Sequence Number: 3

Forms



Information: Incoming DD1081 must be processed





CLEAR A DISBURSING AGENT



Confirm DA 1081 (2 of 3)

Curr Code	On Hand	Amount	Exch Rate	US Equiv
	9,925.00		1	

U.S. Dollar:

Foreign Currency (U.S. Equivalent):

Military Payment Certificates:

User Id: Currency Code: Exchange Rate:

Denominations	Denom Value	Count	Amount
100 DOLLAR BILL	100	50	5,000.00
50 DOLLAR BILL	50	80	4,000.00
20 DOLLAR BILL	20	45	900.00
10 DOLLAR BILL	10	2	20.00
5 DOLLAR BILL	5	1	5.00
2 DOLLAR BILL	2		
1 DOLLAR BILL	1		
1 DOLLAR COIN	1		
50 CENTS	.5		
25 CENTS	.25		
10 CENTS	.1		
5 CENTS	.05		

Total Currency Amt: Total US Equiv:

Curr Code	On Hand	Amount	Exch Rate	US Equiv
US	9,925.00	9,925.00	1	9,925.00

U.S. Dollar:

Foreign Currency (U.S. Equivalent):

Military Payment Certificates:



CLEAR A DISBURSING AGENT



Confirm DA 1081 (3 of 3)

SEQUENCE # 3		STATEMENT OF AGENT OFFICER'S ACCOUNT		09/12/2012 14:30:28	
DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NUMBER OMAR S TYSON 8899 EAST 56TH STREET INDIANAPOLIS, IN 46249-3000 DSSN 8850		AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS (Include ZIP Code/AFPO number and Telephone number) FOBSHINDAD DISBURSINGAGENT *****8167 FOB SHINDAD			
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT					
TRANSACTIONS a	INCREASE (Received by Agent) b	BEGINNING BALANCE (In Agent's Account) c	DECREASE (Turned in by Agent) d	ENDING BALANCE (In Agent's Account) e	
1. BALANCE FORWARD		94,444.44		106,989.44	
2. U.S. DOLLARS					
3. FOREIGN CURRENCY					
4. MILITARY PAYMENT CERTIFICATE					
5. COLLECTIONS	11,800.00				
6. DEPOSITS			5,965.00		
7. NEGOTIABLE INSTRUMENTS					
8. TREASURY CHECKS					
9. MILITARY PAYMENT ORDERS					
10. OTHER (Specify) (EFT for Chk, dishd Chk)					
11. PAID VOUCHERS			395.00		
12. INCORRECT VOUCHERS RETURNED					
13. CHK ISSUE OVERDEPT, LOF, TPFS, SVC LOAD	745.00				
14. STORED VALUE CARD SALES					
15. TOTAL FUNDS IN HANDS OF AGENT OFFICER		106,989.44		100,629.44	
STATEMENTS					
DISBURSING OFFICER			AGENT OFFICER		
<input type="checkbox"/> ON ADVANCE: I HAVE ENTRUSTED FUNDS AND/OR OTHER ITEMS AS INDICATED IN THIS STATEMENT TO THE ABOVE NAMED AS AGENT OFFICER.			<input type="checkbox"/> ON ADVANCE: I, AS AGENT OFFICER, HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ABOVE. I HAVE ASSUMED PECUNIARY RESPONSIBILITY THEREFORE. I WILL NOTIFY THE DISBURSING OFFICER		



MODULE 13 - CLOSE BUSINESS DAY



(WITH ACCOUNTING CLERK)

CLOSING

EVERYTHING MUST GO!



CLOSE BUSINESS DAY (WITH ACCOUNTING CLERK)



Finalize End of Day DD Form 2657 (1 of 10)

☐ Last Business Day of Accounting Period
☐ Last DD2657 for Incumbent DO

DAILY STATEMENT OF ACCOUNTABILITY

SECTION I - TRANSACTIONS AFFECTING ACCOUNTABILITY

a. LINE NO.	b. DESCRIPTION
1.0	ACCOUNTABILITY - Beginning of Day
2.1A	CHECKS ISSUED IN PAYMENT OF VOUCHERS

Rounding Error

Rounding discrepancy found for < .01 >

This amount has been added to line 4.3

Rounding Error

Rounding discrepancy found for < .01 >

Post now?

- A “Rounding Error” window will appear under two different circumstances:
 - To let the user know that a rounding error occurred and has been posted to the DD Form 2657.
 - To let the user know that a rounding error exists, and give the user the option of posting now.
- A rounding discrepancy will be accounted for on either DD Form 1131 (up) or SF 1034 (down).
- If the user wants to process the rounding error or the FC gain/loss, the user would select the “generate vouchers” button.



☐ Last Business Day of Accounting Period
☐ Last DD2657 for Incumbent DO

1. DSSN: 5588 2. DATE: 03/05/2006 A

[illegible]

- If the user wants to process the FC gain/loss, the user would select the “generate vouchers” button.



CLOSE BUSINESS DAY (WITH ACCOUNTING CLERK)



Finalize End of Day DD Form 2657 (3 of 10)

DAILY STATEMENT OF ACCOUNTABILITY		1. DSSN	2. DATE
		5588	03/05/2006 A
SECTION I - TRANSACTIONS AFFECTING ACCOUNTABILITY			
a. LINE NO.	b. DESCRIPTION	c. TODAY	d. MONTH-TO-DATE
1.0	ACCOUNTABILITY - Beginning of Day	19,832,644.91	23,175,539.61
2.1A	CHECKS ISSUED IN PAYMENT OF VOUCHERS	16,457.22	163,282.24
2.1B	CHECKS ISSUED - ALL OTHERS	6,819.70	19,657.68
2.3	OTHER TRANSACTIONS (do not report on SF 1219)		
2.37	TRANSFERS FROM OTHER DOs		
2.8	IPAC PAYMENTS AND COLLECTIONS		
			.92

- **Block 1 - DSSN**
- **Block 2 - Date**
- **Line 1.0c - Beginning Accountability.**
- **Line 1.0d - Month-To-Date Accountability.**
- **Line 2.1Ac - Treasury Check (TC) payments.**
- **Line 2.1Bc - TCs issued - All Others.**
 - \$ amount from Lines 2.1Ac and 2.1Bc must equal total on TC Register for the day.
- **Line 2.37c - Transfers from other DOs. (Funding mission/\$ turn-in) Must receive a copy of the other DO/DDOs DD Form 2657 for verification.**
- **Line 2.9c - Total Accountability Increases for the day/month.**



CLOSE BUSINESS DAY (WITH ACCOUNTING CLERK)



Finalize End of Day DD Form 2657 (4 of 10)

4.1A	GROSS DISBURSEMENTS	18,457.22	3,599,350.59
4.1B	LESS - REFUNDS	18,720.80	20,854.14
4.1C	NET DISBURSEMENTS	-263.58	3,578,496.45
4.1D	LESS - RECEIPTS	27,020.59	38,277.92
4.1E	LESS - REIMBURSEMENTS	71,418.86	71,418.86
4.1F	NET EXPENDITURES	-98,703.03	3,468,799.67

- Line 4.1Ac - The total of all US\$ payments.
- Line 4.1Bc - The total of all US\$ CCV refunds.
- Line 4.1Cc - Total Net Disbursements. Line 4.1Ac minus Line 4.1Bc.
- Line 4.1Dc - The total of all US\$ CCV receipts.
- Line 4.1Ec - The total of all US\$ CCV reimbursements.
- Line 4.1Fc - Total Net Expenditures. Line 4.1Cc plus 4.1Dc plus 4.1Ec.
(Line 4.1D and 4.1E are negative amounts in accountability.)



CLOSE BUSINESS DAY (WITH ACCOUNTING CLERK)



Finalize End of Day DD Form 2657 (5 of 10)

4.2A	DEPOSITS PRESENTED OR MAILED TO BANK	117,160.25	255,838.67
4.2B	EFT DEBIT VOUCHERS	-10,024.15	-213,647.57
4.3	OTHER TRANSACTIONS (do not report on SF 1219)		
4.37	TRANSFERS TO OTHER DOs		
4.9	TOTAL ACCOUNTABILITY DECREASES	18,457.22	3,521,014.92
5.0	ACCOUNTABILITY - END OF DAY	19,837,464.61	19,837,464.61

- **Line 4.2Ac - The total of all SF 215s minus all SF 5515s for returned checks (NSF).**
- **Line 4.2Bc - The total of all US\$ EagleCash Loads and EFT payments. (Amount should appear as a negative amount.)**
- **Line 4.3c - Should be blank.**
- **Line 4.37c - Transfers to other DOs. (Funding mission/\$ turn-in) Must receive a copy of the other DO/DDOs DD Form 2657 for verification.**
- **Line 4.9c - The total decrease in accountability.**
- **Line 5.0c - End of Day Accountability.**



CLOSE BUSINESS DAY (WITH ACCOUNTING CLERK)



Finalize End of Day DD Form 2657 (6 of 10)

LINE NO.	b. DESCRIPTION	c.DAILY INCREASE	d.DAILY DECREASE	e.MONTH-TO-DATE
6.1	DESIGNATED DEPOSITARY	2,666.67	400.01	16,980,002.83
6.2A	U.S. CURRENCY/COINAGE ON HAND		2,666.67	1,732,746.24
6.2B	FOREIGN CURRENCY/COINAGE ON HAND			967,524.27
6.3A	UNDEPOSITED COLLECTIONS - GENERAL			
6.3B	OTHER UNDEPOSITED INSTRUMENTS ON HAND	117,160.25	117,160.25	149,419.56

- Line 6.1c - Total of all increases to the LDA (Deposits, Interest, and rounding gains).
- Line 6.1d - Total of all decreases to the LDA (Checks written, service charges, and rounding losses).
- Line 6.2Ac - Total of all US currency on hand.
- Line 6.2Bc - Total of all FC currency on hand.
- Lines 6.2Ae and 6.2Be should be the total amount of cash on hand (should match the vault ledger).
- Line 6.3Ac - Should be blank.
- Line 6.3Bc - Any un-deposited negotiable instruments (DA returned checks without Deposit Ticket).
- Line 6.3Bd - Checks that have been cleared with a deposit ticket.
- Line 6.4c - Should be blank.



CLOSE BUSINESS DAY (WITH ACCOUNTING CLERK)



Finalize End of Day DD Form 2657 (7 of 10)

7.1	DEFERRED VOUCHERS			
7.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS			
7.2B	ACCOUNTS RECEIVABLE - OTHER			
7.3	LOSS OF FUNDS			
7.4	DISHONORED CHECKS RECEIVABLE			500.00
8.0	TOTAL INCUMBENT DO ACCOUNTABILITY	123,979.95	117,560.26	19,837,064.60

- **Line 7.1c - Total of all increases in deferred vouchers to the DAs.**
- **Line 7.2Ac - Should be blank. If there are any journal vouchers documenting an overdraft, that total will display here.**
- **Line 7.2Bc - Should be blank.**
- **Line 7.3c - Total of all losses of funds.**
- **Line 7.3e - Total of all losses of funds month to date.**
- **Line 7.4c - Total of all increases in NSF checks.**
- **Line 7.4e - Total of all NSFs month to date.**
- **Line 8.0 - This is the current DO's total accountability. If there are no unresolved accounts receivable from a previous DO then this amount is also the total accountability for the DSSN.**



CLOSE BUSINESS DAY (WITH ACCOUNTING CLERK)



Finalize End of Day DD Form 2657 (8 of 10)

LINE NO.	b. DESCRIPTION	c.DAILY INCREASE	d.DAILY DECREASE	e.MONTH-TO-DATE
9.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS			
9.2B	ACCOUNTS RECEIVABLE - OTHER			
9.3	LOSS OF FUNDS			
9.4	OTHER			
10.0	TOTAL PREDECESSOR DO's ACCOUNTABILITY			

SECTION IV - DISTRIBUTION OF ACCOUNTABILITY - COMBINED

LINE NO.	b. DESCRIPTION	c.DAILY INCREASE	d.DAILY DECREASE	e.MONTH-TO-DATE
11.0	TOTAL DSSN ACCOUNTABILITY	123,979.95	117,560.26	19,837,064.60

- Line 9.2A - Unresolved discrepancies of Treasury Check differences reported to the DSSN by the Treasury on FMS form 5206. Rarely required.
- Line 9.2B - Tracks Accounts Receivables from predecessor DOs. Line will be effected by gaining/redeeming returned NIs or other Accounts Receivable items for predecessor DOs.
- Line 9.3 - Tracks LOF cases from predecessor DOs.
- Line 9.4 - Should be blank
- Line 10.0 - Total Predecessor accountability.
- Line 11.0 - The current DO's accountability (Line 8.0) is added to the predecessor DO's accountability (Line 10.0) and totaled in Line 11.0.



CLOSE BUSINESS DAY (WITH ACCOUNTING CLERK)



Finalize End of Day DD Form 2657 (9 of 10)

☐ Last Business Day of Accounting Period
☐ Last DD2657 for Incumbent DO

Refresh Generate Vouchers Finalize

DAILY STATEMENT OF ACCOUNTABILITY

1. DSSN 2. DATE
8850 08

SECTION I - TRANSACTIONS AFFECTING ACCOUNTABILITY

a. LINE NO.	b. DESCRIPTION	c. TODAY	d. M
1.0	ACCOUNTABILITY - Beginning of Day	13,383,835.61	
2.1A	CHECKS ISSUED IN PAYMENT OF VOUCHERS	84,625.00	
2.1B	CHECKS ISSUED - ALL OTHERS	2,000,000.00	
2.3	OTHER TRANSACTIONS (do not report on SF 1219)		
2.37	TRANSFERS FROM OTHER DOs		
2.8	IPAC PAYMENTS AND COLLECTIONS		
2.9	TOTAL ACCOUNTABILITY INCREASES	2,084,625.00	
3.0	GROSS ACCOUNTABILITY	15,468,460.61	
4.1A	GROSS DISBURSEMENTS	203,420.00	
4.1B	LESS - REFUNDS	178,607.00	
4.1C	NET DISBURSEMENTS	24,813.00	
4.1D	LESS - RECEIPTS	11,800.00	11,800.00
4.1E	LESS - REIMBURSEMENTS		

STANFINS data is available for processing for ODS

ODS interface STANFINS sites must create STANFINS and EDA files each business day, STANFINS Data is available but user does not have processing privileges.

OK

- ODS, EDA and STANFINS files must be created by the Accounting Clerk after the DD2657 is finalized but must be created before the next days business is closed.



CLOSE BUSINESS DAY (WITH ACCOUNTING CLERK)



Final DD2657 (10 of 10)

DAILY STATEMENT OF ACCOUNTABILITY		1. DSSN 8850	2. DATE 05/08/2012 A	
SECTION 1 - TRANSACTIONS AFFECTING ACCOUNTABILITY				
a. LINE	b. DESCRIPTION	c. TODAY	d.	
1.0	ACCOUNTABILITY - Beginning of Day	78,319,111.11		
2.1A	I CHECKS ISSUED IN PAYMENT OF VOUCHERS			
2.1B	N CHECKS ISSUED - ALL OTHERS			
2.3	C OTHER TRANSACTION (Do not report on SF 1219)			
2.34	R DISCREPANCIES IN DO ACCOUNT-CREDITS(Do not use this line)			
2.36	E PAYMENTS BY ANOTHER DO (Do not use this line)			
2.37	A TRANSFERS FROM OTHER DOs			
2.8	S IPAC PAYMENTS AND COLLECTIONS			
2.9	E S TOTAL ACCOUNTABILITY INCREASES		11,267.63	
3.0	GROSS ACCOUNTABILITY	78,319,111.11	69,330,378.74	
4.1A	Gross Disbursements	555,140.36	590,462.95	
4.1B	Less - Refunds			
4.1C	Net Disbursements	555,140.36	590,462.95	
4.1D	Less - Receipts		.10	
4.1E	Less - Reimbursements			
4.1F	D NET EXPENDITURES	555,140.36	590,462.85	
4.2A	E DEPOSITS PRESENTED OR MAILED TO BANK			
4.2B	C EFT DEBIT VOUCHERS	-83.59	-9,024,138.45	
4.3	R OTHER TRANSACTIONS (Do not report on SF 1219)			
4.34	E DISCREPANCIES IN DO ACCOUNT-DEBITS (Do not use this line)			
4.36	A PAYMENTS FOR OTHER DOs (Do not use this line)			
4.37	S TRANSFERS TO OTHER DOs			
4.9	E S TOTAL ACCOUNTABILITY DECREASES	555,056.77	-8,433,675.60	
5.0	ACCOUNTABILITY - End of Day	77,764,054.34	77,764,054.34	
SECTION II - DISTRIBUTION OF ACCOUNTABILITY - INCUMBENT DO				
a. LINE	b. DESCRIPTION	c. DAILY INCREASE	d. DAILY DECREASE	e. MONTH-TO-DATE
6.1	DESIGNATED DEPOSITORY			9,000,000.00
6.2A	U.S. CURRENCY/COINAGE ON HAND			60,000,000.00
6.2B	FOREIGN CURRENCY/COINAGE ON HAND		555,056.77	8,764,054.34
6.3A	UNDEPOSITED COLLECTIONS - GENERAL			
6.3B	OTHER UNDEPOSITED INSTRUMENTS ON HAND			

- Print and save the DD2657 per local SOP
- Business will be closed



CLOSE BUSINESS DAY (WITH ACCOUNTING CLERK)



The Accounting STAFINS File (1 of 2)

Clerk must
verify all lines
of accounting

on the file
against the
actual
documents

This is when
the
Accounting
Clerk will edit
any pen and
ink changes
made to the
documents

The STAFINS,
EDA and ODS
files are
created after
the DDO
finalizes the
DD2657

*Trans	WCD	*FY	*APC	TFO APC	FSN	DPI Cd	EOR	IBOP	Doc	Ref Num	*Amount	Stop
W8850		0	0232		099999	7K	1199	US	TGRGRC		10,625.00	
W8850		0	0232		099999	7K	11B7	US	FFG		64,000.00	
W8850		0	0232		099999	7K	1199	US	FDF		13,456.00	
		0	0232		099999	7K	1199	US			21,618.00	
				26	099999	7K	11B7	FO			6,762.00	
		0	0232		099999	7K	1199	FO	HEHB		8,890.00	
W8850		0	0232		099999	7K	1199	FO	FFF		64,874.00	
W8850		2	217M		009076	7K	26EB	US	WGE45621360909		10,000.00	
		2	P222		012120	7K	4140	US	CASUALPAY85500		220.00	
		2	P217		012120	7K	4140	US	CASUALPAY85500		25.00	
		2	W023		067443	7K		US	CASUALPAY85500		100.00	
W8850		0	0232		099999	7K	1198	FO	DD`		2,800.00	

*Block Ticket Number: A07 STAFINS Total Amount: 15,013.00
*Transmittal Number: K1 SFIS Total Amount:

Site 00001 has a Parent FSN set to S09076

Create STAFINS

Warning

Generate STAFINS File Now?

Step 2

OK Cancel

Step 1

Step 2



CLOSE BUSINESS DAY (WITH ACCOUNTING CLERK)



STANFINS File (2 of 2)

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

*Filename: C:\DOCUMENTS AND SETTINGS\MARK_NORMAN\DESKTOP

Step 1

Step 2 OK Cancel

Information

Stanfins file has been written to C:\Documents and Settings\mark_norman\Desktop. All records have been downloaded, download complete.

Step 3

Select A Directory

Select a Stanfins Interface directory to download

- Desktop
- My Documents
- My Computer
- Local Disk (C:)
- Sep 12 2012 (D:)
- My Network Places
- DFAS VPN Connections
- 82 and 230
- 82nd
- ApproveIt 6.5
- DA 6
- DA 8
- DA 12

OK Cancel

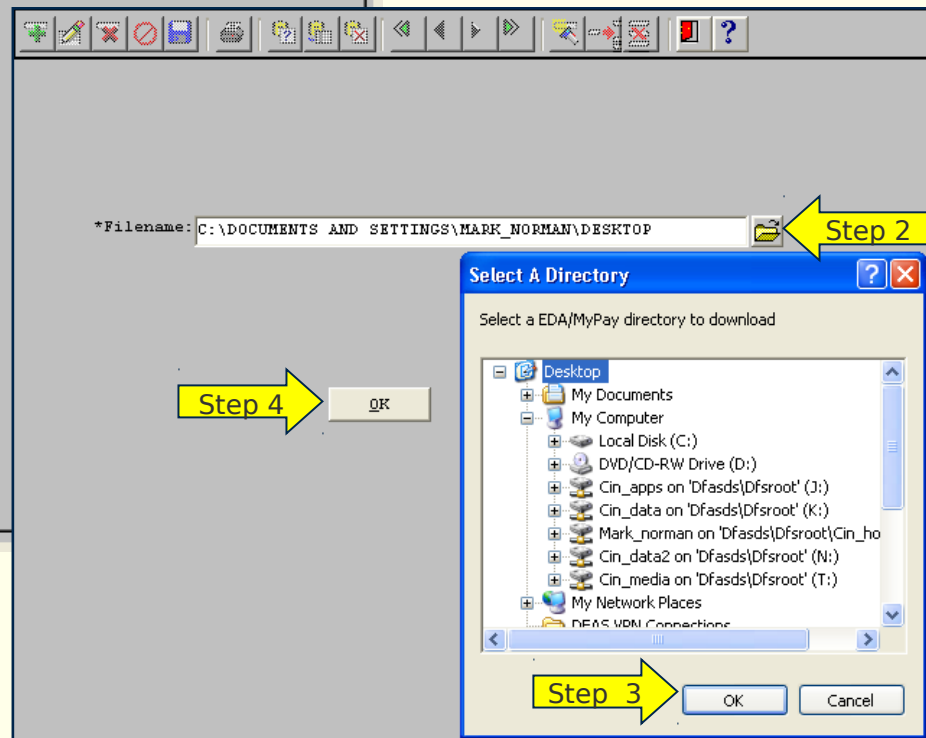
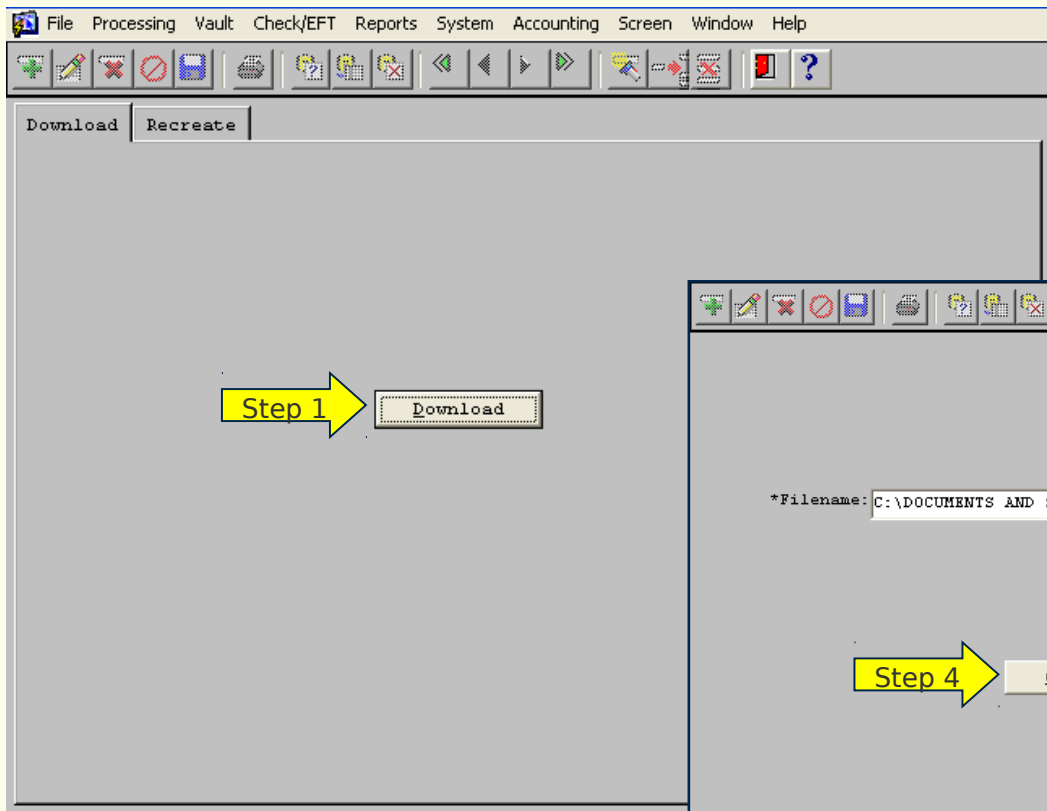


CLOSE BUSINESS DAY (WITH ACCOUNTING CLERK)



Creating EDA files (1 of 2)

- Multiple files will be generated during this process.
- Save files per local SOP to be uploaded to EDA FTP site





CLOSE BUSINESS DAY (WITH ACCOUNTING CLERK)



Creating EDA files (2 of 2)

The screenshot shows a file creation dialog box with a toolbar at the top containing icons for file operations. The text field shows the filename: `*Filename: C:\DOCUMENTS AND SETTINGS\MARK_NORMAN\DESKTOP`. Below the text field are `OK` and `Cancel` buttons. A yellow callout box points to the dialog with the text:
• After the EDA file is created the screen to create ODS file will pop up

Below the dialog box is a 'Forms' window with a yellow warning icon. The text inside reads:
The EDA/MyPay interface is a long running process. Continue?
At the bottom of the 'Forms' window is a `Yes` button, which is highlighted by a yellow arrow.



CLOSE BUSINESS DAY (WITH ACCOUNTING CLERK)



Create ODS file (1 of 2)

The screenshot shows a file save dialog box with a toolbar at the top containing various icons for file operations. The text field for the filename is populated with "C:\DOCUMENTS AND SETTINGS\MARK_NORMAN\DESKTOP". Below the text field are "OK" and "Cancel" buttons. A yellow callout box with red text points to the filename field, stating: "• Save file per local SOP". At the bottom of the dialog, a "Forms" window is open, displaying a yellow warning triangle icon and the text "ODS Processing Required. Save to same directory?". Below this text are "Yes" and "No" buttons, with a large yellow arrow pointing to the "Yes" button.

*Filename: C:\DOCUMENTS AND SETTINGS\MARK_NORMAN\DESKTOP

• Save file per local SOP

OK Cancel

Forms

ODS Processing Required. Save to same directory?

Yes No



CLOSE BUSINESS DAY (WITH ACCOUNTING CLERK)



Create ODS file (2 of 2)

*Filename: C:\DOCUMENTS AND SETTINGS\MARK_NORMAN\DESKTOP

OK Cancel

Forms

Information: ODS Download Complete.

OK

PROGRESS

Percent Complete

90 %

- Close window after file is saved.
- Will default to STANFINS screen close window





MODULE 14 - CLOSE BUSINESS DAY



(W/O ACCOUNTING CLERK)





CLOSE BUSINESS DAY (W/O ACCOUNTING CLERK)



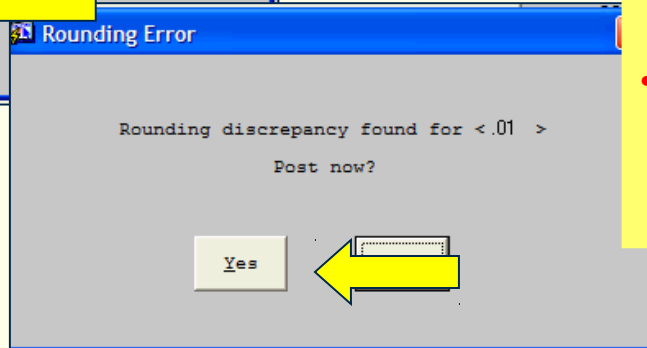
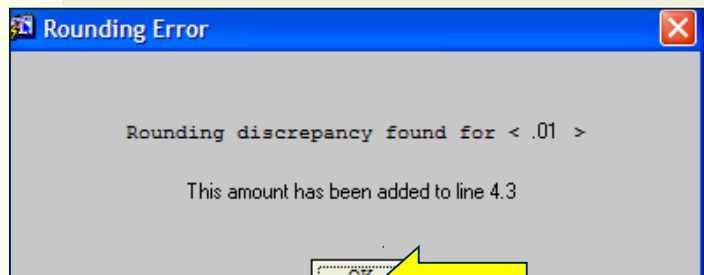
Finalize End of Day DD Form 2657

☐ Last Business Day of Accounting Period
☐ Last DD2657 for Incumbent DO

DAILY STATEMENT OF ACCOUNTABILITY

SECTION I - TRANSACTIONS AFFECTING ACCOUNTABILITY

a. LINE NO.	b. DESCRIPTION
1.0	ACCOUNTABILITY - Beginning of Day
2.1A	CHECKS ISSUED IN PAYMENT OF VOUCHERS



- A “Rounding Error” window will appear under two different circumstances:
 - To let the user know that a rounding error occurred and has been posted to the DD Form 2657.
 - To let the user know that a rounding error exists, and give the user the option of posting now.
- A rounding discrepancy will be accounted for on either DD Form 1131 (up) or SF 1034 (down).
- If the user wants to process the rounding error or the FC gain/loss, the user would select the “generate vouchers” button.

[illegible]



CLOSE BUSINESS DAY (W/O ACCOUNTING CLERK)



Finalize End of Day DD Form 2657

☐ Last Business Day of Accounting Period
☐ Last DD2657 for Incumbent DO

Refresh Generate Vouchers Finalize

DAILY STATEMENT OF ACCOUNTABILITY

1. DSSN 8850 2. DATE 08/10/2012 B

SECTION I - TRANSACTIONS AFFECTING ACCOUNTABILITY

a. LINE NO.	b. DESCRIPTION	c. TODAY	d. MONTH-TO-DATE
1.0	ACCOUNTABILITY - Beginning of Day	13,383,835.61	13,383,835.61
2.1A	CHECKS ISSUED IN PAYMENT OF VOUCHERS	74,625.00	74,625.00
2.1B	CHECKS ISSUED - ALL OTHERS		
2.3	OTHER TRANSACTIONS (do not report on SF 1219)		
2.37	TRANSFERS FROM OTHER DOs		
2.8	IPAC PAYMENTS AND COLLECTIONS		
2.9	TOTAL ACCOUNTABILITY INCREASES	74,625.00	
3.0	GROSS ACCOUNTABILITY	13,458,460.61	
4.1A	GROSS DISBURSEMENTS	193,025.00	193,025.00
4.1B	LESS - REFUNDS	169,607.00	169,607.00
4.1C	NET DISBURSEMENTS	23,418.00	23,418.00
4.1D	LESS - RECEIPTS		
4.1E	LESS - REIMBURSEMENTS		

STANFINS data is available for processing for ODS

ODS interface STANFINS sites must create STANFINS and EDA files each business day, process will continue to STANFINS.

OK

Step 1

- ODS, EDA and STANFINS files will be created during the finalize process.

Step 2



CLOSE BUSINESS DAY (W/O ACCOUNTING CLERK)



Create STANFINS File when created by DDO

Warning

Generate STANFINS File Now?

Step 2

*Business Date: 05/08/2012 A *Block Ticket Number: A03 STANFINS Total Amount: 555,056.77
*Calendar Date: 05/08/2012 *Transmittal Number: G5 SFIS Total Amount: 83.59
Site 00001 has a Parent FSN set to S09076 **Step 1**

- FY, APC, EOR, DPI code and documents numbers must be verified with physical documentation prior to creating the STANFINS file.
- They can be edited here if data is incorrect.
- STANFINS total and SFIS total **MUST** equal line 4.1F of the DD2657.

- Total of all GFEBS Post Payment files



CLOSE BUSINESS DAY (W/O ACCOUNTING CLERK)



Create STANFINS File when created by DDO (2 of 2)



*Filename: C:\DOCUMENTS AND SETTINGS\MARK_NORMAN\DESKTOP

OK

Information



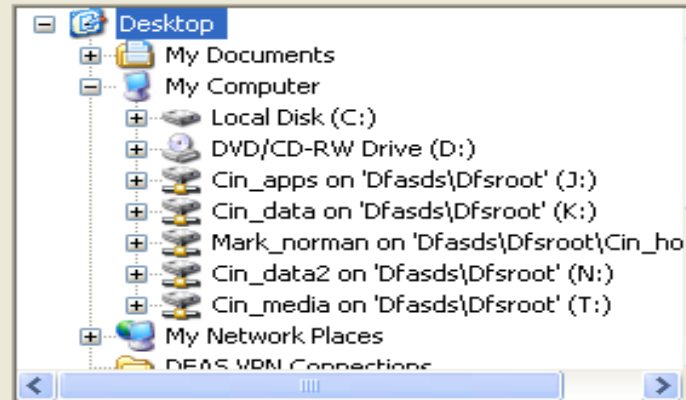
Stanfins file has been written to C:\Documents and Settings\mark_norman\Desktop. All records have been downloaded, download complete.

OK



Select A Directory

Select a Stanfins Interface directory to download



OK

Cancel

- Save files per local SOP to be sent to DFAS Rome

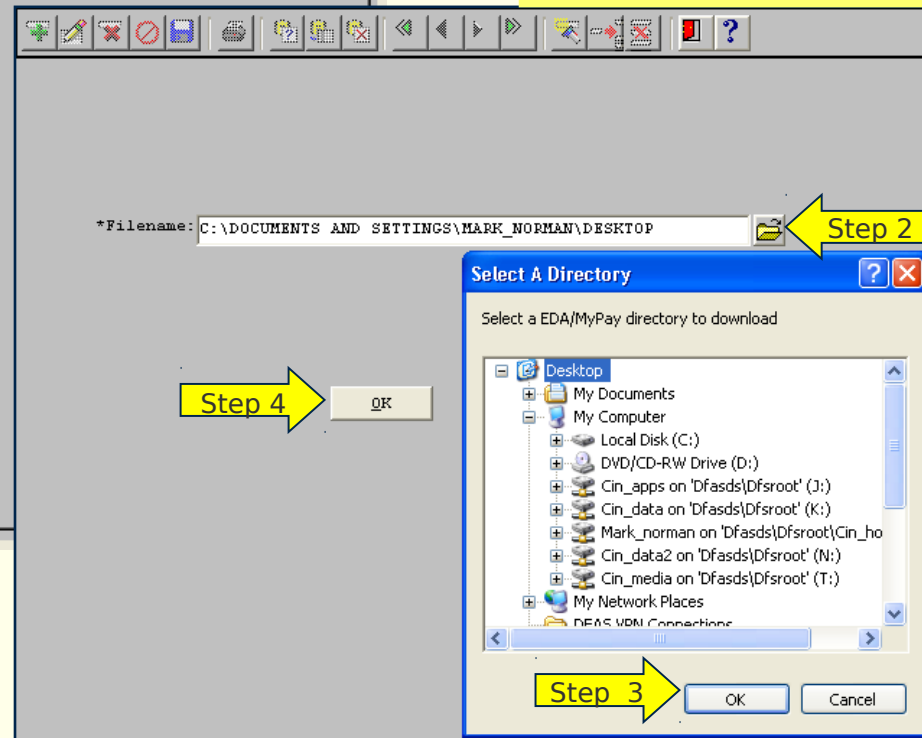
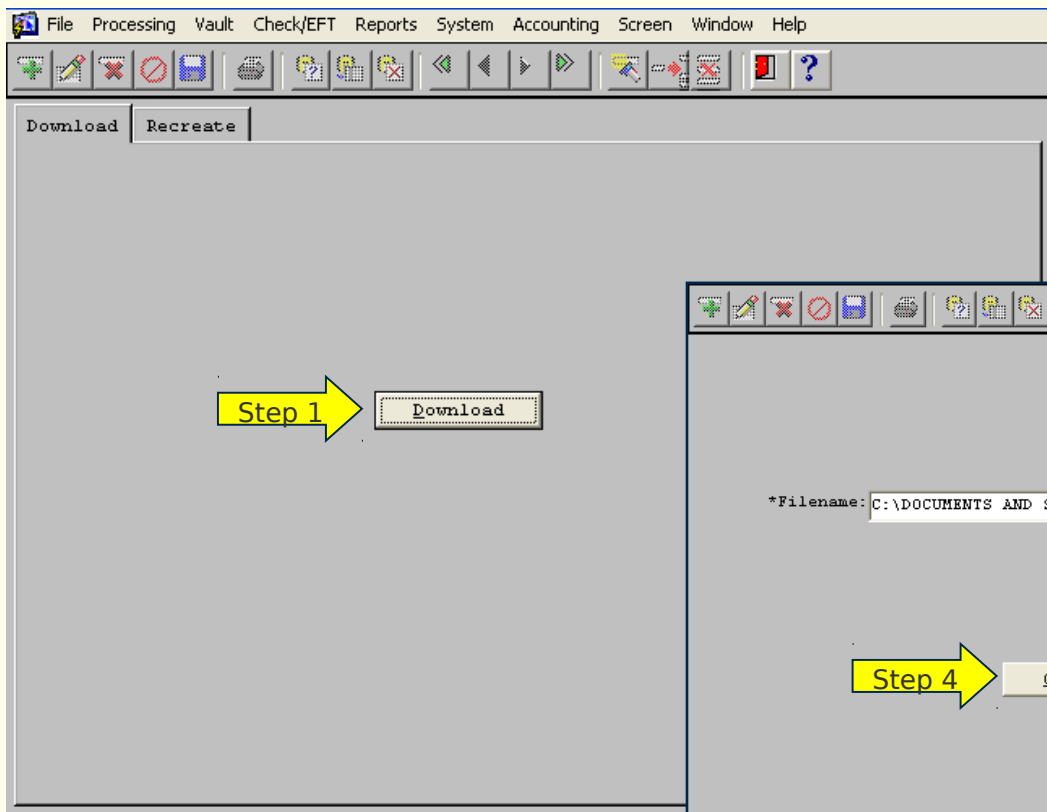


CLOSE BUSINESS DAY (W/O ACCOUNTING CLERK)



Creating EDA files (1 of 2)

- Multiple files will be generated during this process.
- Save files per local SOP to be uploaded to EDA FTP site





CLOSE BUSINESS DAY (W/O ACCOUNTING CLERK)



Creating EDA files (2 of 2)

The screenshot shows a file creation dialog box with a toolbar at the top containing icons for file operations. The text field for the filename is populated with "C:\DOCUMENTS AND SETTINGS\MARK_NORMAN\DESKTOP". Below the text field are "OK" and "Cancel" buttons. In the foreground, a "Forms" window displays a yellow warning icon and the text: "The EDA/MyPay interface is a long running process. Continue?". A yellow arrow points to the "Yes" button in this window.

*Filename: C:\DOCUMENTS AND SETTINGS\MARK_NORMAN\DESKTOP

OK Cancel

Forms

The EDA/MyPay interface is a long running process.
Continue?

Yes

- After the EDA file is created the screen to create ODS file will pop up



CLOSE BUSINESS DAY (W/O ACCOUNTING CLERK)



Create ODS file (1 of 2)

• Save file per local SOP

*Filename: C:\DOCUMENTS AND SETTINGS\MARK_NORMAN\DESKTOP

OK Cancel

Forms

! ODS Processing Required. Save to same directory?

Yes



CLOSE BUSINESS DAY (W/O ACCOUNTING CLERK)



Create ODS file (2 of 2)

*Filename: C:\DOCUMENTS AND SETTINGS\MARK_NORMAN\DESKTOP

- Close window after file is saved.
- Will default to STANFINS screen close window

OK Cancel

Forms

Information: ODS Download Complete.

OK

PROGRESS

Percent Complete

90 %

[illegible]



CLOSE BUSINESS DAY (W/O ACCOUNTING CLERK)



Finalize End of Day DD Form 2657

Page: 1 ?

DAILY STATEMENT OF ACCOUNTABILITY		1. DSSN 6850	2. DATE 05/08/2012 A
SECTION I - TRANSACTIONS AFFECTING ACCOUNTABILITY			
a. LINE	b. DESCRIPTION	c. TODAY	d. MONTH-TO-DATE
1.0	ACCOUNTABILITY - Beginning of Day	78,319,111.11	69,319,111.11
2.1A	I CHECKS ISSUED IN PAYMENT OF VOUCHERS		11,267.63
2.1B	N CHECKS ISSUED - ALL OTHERS		
2.3	C OTHER TRANSACTION (Do not report on SF 1219)		
2.34	R DISCREPANCIES IN DO ACCOUNT-CREDITS (Do not use this line)		
2.36	E PAYMENTS BY ANOTHER DO (Do not use this line)		
2.37	A TRANSFERS FROM OTHER DOS		
2.8	S IPAC PAYMENTS AND COLLECTIONS		
2.9	S TOTAL ACCOUNTABILITY INCREASES		11,267.63
3.0	GROSS ACCOUNTABILITY	78,319,111.11	69,330,378.74
4.1A	Gross Disbursements	555,140.36	590,462.95
4.1B	Less - Refunds		
4.1C	Net Disbursements	555,140.36	590,462.95
4.1D	Less - Receipts		.10
4.1E	Less - Reimbursements		
4.1F	D NET EXPENDITURES	555,140.36	590,462.85
4.2A	E DEPOSITS PRESENTED OR MAILED TO BANK		
4.2B	R LEFT DEBIT VOUCHERS	-83.59	-9,024,138.45
4.3	C OTHER TRANSACTIONS (Do not report on SF 1219)		
4.34	E DISCREPANCIES IN DO ACCOUNT-DEBITS (Do not use this line)		
4.36	A PAYMENTS FOR OTHER DOS (Do not use this line)		
4.37	S TRANSFERS TO OTHER DOS		
4.9	S TOTAL ACCOUNTABILITY DECREASES	555,056.77	8,433,675.60

• Close window
after file is saved.

ACCOUNTABILITY - End of Day File View Help

Page: 1 ?

SECTION II - DISTRIBUTION OF ACCOUNTABILITY	
a. LINE	b. D
6.1	DESIGNATED DEPOSITARY
6.2A	U.S. CURRENCY/COINAGE ON
6.2B	FOREIGN CURRENCY/COINAGE
6.3A	UNDEPOSITED COLLECTIONS
6.3B	OTHER UNDEPOSITED INSTRUMENTS
6.4	CUSTODY OR CONTINGENCY FUNDS WITH AGENTS
6.6	ADVANCES TO CONTRACTOR
6.7	CASH IN TRANSIT
6.8	PAYROLL CASH
6.9	OTHER
7.1	DEFERRED VOUCHERS
7.2A	ACCOUNTS RECEIVABLE - CH
7.2B	ACCOUNTS RECEIVABLE - OT
7.3	LOSS OF FUNDS
7.4	DISHONORED CHECKS RECEIVED
7.5	
7.6	
7.7	
8.0	TOTAL INCUMBENT DO ACCOUNT

SECTION III - DISTRIBUTION OF ACCOUNTABILITY

a. LINE	b. D
9.2A	ACCOUNTS RECEIVABLE - CH
9.2B	ACCOUNTS RECEIVABLE - OT
9.3	LOSS OF FUNDS
9.4	OTHER

Agent Information
05/08/2012 A

05/08/2012 10:29:13

Parent Site	Site	User	Last DD1081	Curr Ctd	Exch Rt	Cash Bal	Cash US Equiv	NI Bal	NI US Equiv	Other Bal
00000	00001	###	Office Accountability	FC	47.85	419,360,000.00	8,764,054.33647	.00	.00000	
				US	1	60,000,000.00	60,000,000.00000	.00	.00000	9,000,000.00000
			Total Funds				77,764,054.33647			
00000	00001	DDO	Officer, Disbursing D (Vault)	FC	47.85	419,360,000.00	8,764,054.33647	.00	.00000	
				US	1	60,000,000.00	60,000,000.00000	.00	.00000	0.00000
			Total Funds				68,764,054.33647			



MODULE 15 - END OF DAY REPORTS





Create CAPS Download file

CAPS download file will only be available if you have uploaded a CAPS file. Select the file and click the download button. Save the file and send to the Fund the Force section.

[illegible]



END OF DAY REPORTS

DD Form 2659 - Voucher Control Log

VOUCHER CONTROL LOG

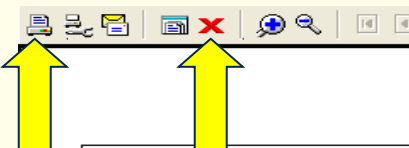
DD 2659

04/12/2007 B

*Site: 00001 COLTS ROCK

OK Cancel

The Voucher Control Log is used to list ALL Vouchers used for the entire site ID. It is not broken down by cashier/agent.



VOUCHER CONTROL LOG				1. DISBURSEMENTS	3. DATE
Site Id: 10001				2. COLLECTIONS XXXX	12/02/2009 A
4. VOUCHER NUMBER	5. PAYEE (Disbursements) REMITTER (Collections)	6. AMOUNT	7. FORM OF PAYMENT OR REMITTANCE		
010002	COLL	10.00	a. CASH	b. CHECK	c. EFT d. OTHER
			X		
Site Total		10.00			

VOUCHER CONTROL LOG				1. DISBURSEMENTS XXXX	3. DATE
Site Id: 10001				2. COLLECTIONS	12/02/2009 A
4. VOUCHER NUMBER	5. PAYEE (Disbursements) REMITTER (Collections)	6. AMOUNT	7. FORM OF PAYMENT OR REMITTANCE		
201001	CAMEL DEPOT	200.00	a. CASH	b. CHECK	c. EFT d. OTHER
				X	
701001	CAMEL DEPOT	200.00		X	



END OF DAY REPORTS

Create A Savings Deposit Program Interface File (1 of 2)

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Exchange Transactions (U.S./Foreign Currency)
Disbursements
Collections
Deposit
Debit Voucher
Loss of Funds
Deferred Voucher

Manual
DD 1131 - Cash Collection Voucher
SF 1098 - Sched of Canceled or Undeliv Checks
Reverse
Savings Deposit Program

- On the "Download" tab, select the file destination.

SDP Download

*Last Name *First Name MI *SSN Query

Address

*Curr Cd NI *Amount Type NI Number NI

Available NIs

Accounting Lines

SDP Download Recreate

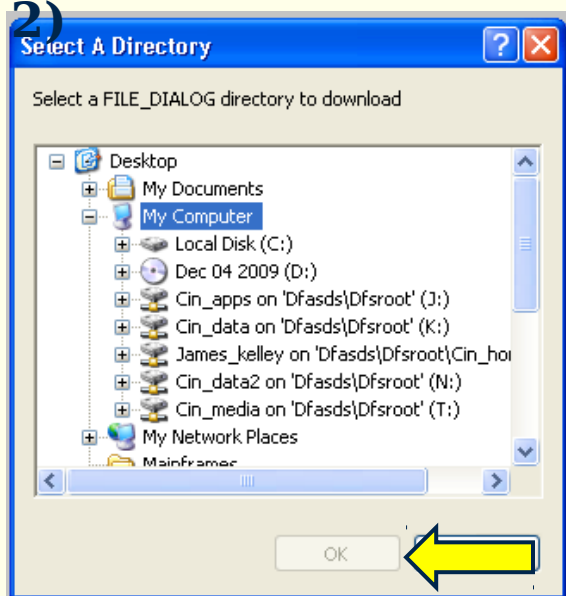
*Filename:

OK



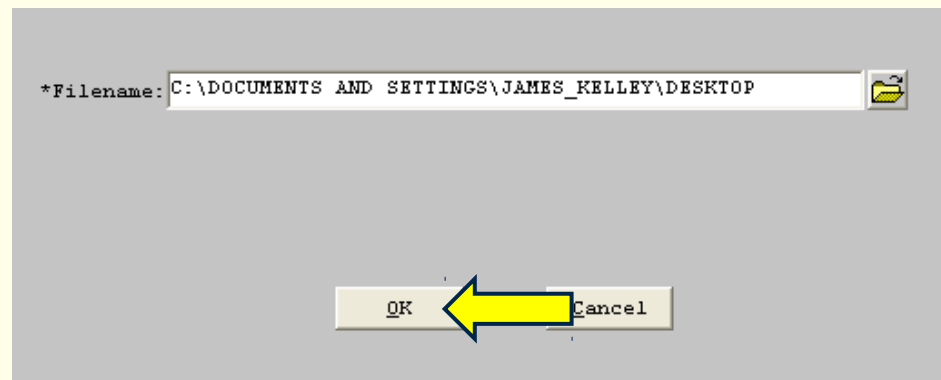
END OF DAY REPORTS

Create A Savings Deposit Program Interface File (2 of 2)



Once the correct folder destination is set, select "OK."

- Email the file to DFAS-CL.



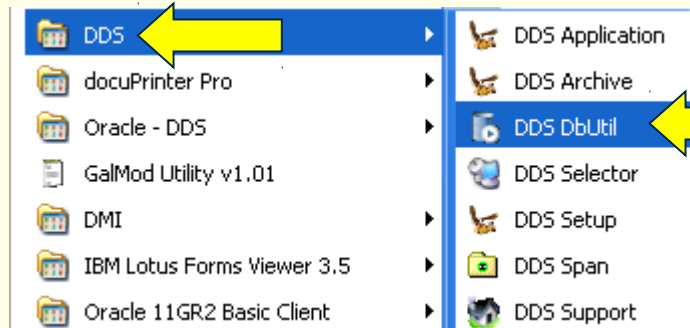
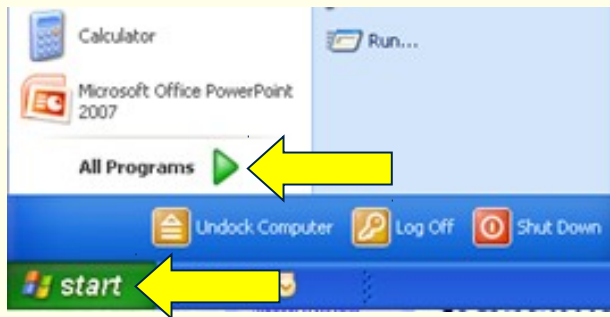
DDS										
Savings Deposit List										
NBR	CV NUM	SSN	NAME	BRANCH	EFF DATE	AMOUNT	DSSN	APC	RPTD	LongName
0001	000001	*****7477	JONES	ARMY	20100715	\$ 1,000.00	8550	023WZ	N	JONES MIKE
0002	000002	*****1771	TESTE	ARMY	20100715	\$ 100.00	8550	00202	N	TESTER TESTER

07/19/2010 11:43:14

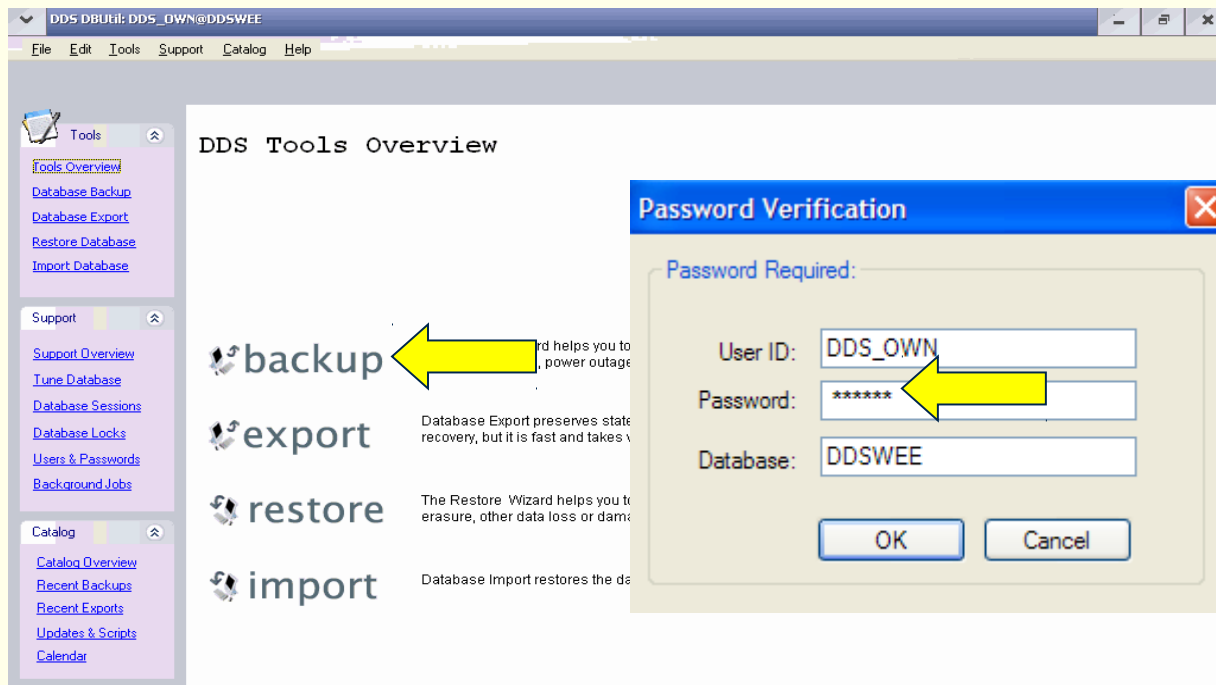


END OF DAY REPORTS

DDS DB Utility Log-in Screen



- To access the DB Utility program, the user will select it from the DDS drop down list under the start menu.
- The password is "TEST01" and all other information should already be prefilled.
- Export daily, Backup weekly





END OF DAY REPORTS

DDS DB Utility Back-Up and Export Screen

DDS DBUtil: DDS_OWN@DDSWEE

File Edit Tools Support Catalog Help

Tools

- Tools Overview
- Database Backup
- Database Export
- Restore Database
- Import Database

Support

Catalog

Database Backup Screen

DDS Backup: bkp_8589_00001_20070913151627.ddz FileSize: 557.21 MB
Created: 09/13/2007 15:16:53

Oracle Database Backup

Database Backup

Compressing file: DDS01.DBF

Cancel

Oracle Database Backup

Backup Completed

OK

Start New Backup ← **Step 2**

Destination: c:\program files\dds\utilities\database **Browse** ← **Step 1**

Free Space: 3 Gb

Ready 9/30/2007 23:12:13



MODULE 16 - MONTH END CLOSEOUT





MONTH END CLOSEOUT



- End of Month (or Transfer of Accountability) Accountability Reports must be completed by the DDO (outgoing DDO). The following reports must be completed in this order prior to finalizing the DD Form 2657 and SF 1219:
 - SF 1149 (If the DDO has an LDA)
 - DD Form 2657 (with the “last day of accounting period” block checked)
 - Level 8 Report
 - SF 1179
 - DELMARS Report
 - SF 1219
- The accounting period normally ends on approximately the 25th of each calendar month; however, this date is subject to DFAS Rome posting the date as well as end of FY cut-off.



MONTH END CLOSEOUT

Reconcile LDA/SF 1149 (1 of 3)

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Vault Info
Agent Info
Cash Received from Bank
Overdraft/Underdraft
Vault-to-Vault Transfer
LDA Maintenance
LDA Cash Withdrawal

Interest Earned / Service Charges
SF 1149 - Statement of LDA

*Cur STEP 1
Name of Disbursing Office
SANCHEZ, PABLO
Station or Office
ALPHA DETACHMENT
Name of Depository
AIB
Location of Depository
AFGHANISTAN
Account Number: 111111111
*Accounting STEP 2
Monetary Unit of this Account: FINLAND
MARKKA
*Business Date STEP 4
STEP 5
Finalize

1	Check-book balance at close of previous period:	9,909,000.00
2		
2.a	Transfers:	
2.b	Others:	.00
3	Checks canceled this period:	
4	Undeliverable checks credited this period:	
5	Adjustments:	

CHECKS USED THIS PERIOD Beginning Serial Number: Ending Serial Number:



MONTH END CLOSEOUT

Reconcile LDA/SF 1149 (2 of 3)

The DDO must ensure that the interest, service charges, checks drawn, deposits, and transfers are added to the SF 1149 prior to finalizing. Line 12 and 18 must be in balance prior to finalizing.

1	Check-book balance at close of previous period:	<input type="text" value="9,909,000.00"/>	STEP 6
2			
2.a	Transfers:	<input type="text" value=".00"/>	
2.b	Others:	<input type="text" value=".00"/>	
3	Checks canceled this period:	<input type="text" value=".00"/>	
4	Undeliverable checks credited this period:	<input type="text" value=""/>	
5	Adjustments:	<input type="text" value=""/>	
6	Uncurrent checks:	<input type="text" value=".00"/>	
7	TOTAL TO BE ACCOUNTED FOR:	<input type="text" value="9,909,000.00"/>	
8	Total checks drawn this period:	<input type="text" value=".00"/>	
9	Uncollectible checks returned by depositary:	<input type="text" value=""/>	
10	Adjustments:	<input type="text" value=""/>	
11	TOTAL:	<input type="text" value=".00"/>	
12	Check-book balance at close of period:	<input type="text" value="9,909,000.00"/>	STEP 7
RECONCILIATION			
13	Balance per bank statement:	<input type="text" value=""/>	STEP 8
14	Add: Deposits in transit:	<input type="text" value=""/>	
15	TOTAL:	<input type="text" value=""/>	
16	Deduct: Outstanding checks:	<input type="text" value=""/>	
17	Deduct: Deposits not credited by:	<input type="text" value=""/>	
18	Balance per check book:	<input type="text" value=""/>	STEP 9
19	U.S. dollar equivalent:	<input type="text" value=""/>	
20	Rate of Exchange:	<input type="text" value="100"/> per: <input type="text" value="1"/>	



MONTH END CLOSEOUT

Reconcile LDA/SF 1149 (3 of 3)

Standard Form 1149 interface showing the 'Finalize' step.

STEP 10 → Finalize

*Currency Code: [Dropdown]
Name of Disbursing Officer or Cashier: SANCHEZ, PABLO
Name (funds advanced by): COLE, ANTHONY

Page: 1

11/30/2009 17:09:25

STANDARD FORM 1149 Revised March 1982 Dept. of the Treasury 1 FFPM 4-8000		STATEMENT OF DESIGNATED DEPOSITARY ACCOUNT	
NAME OF DISBURSING OFFICER OR CASHIER SANCHEZ, PABLO		NAME (Funds advanced by) COLE, ANTHONY	
STATION OR OFFICE ALPHA DETACHMENT			
NAME OF DEPOSITARY AIB		LOCATION OF DEPOSITARY AFGHANISTAN	
111111111			
ACCOUNTING PERIOD From 12/02/2009		To 12/02/2009	
MONETARY UNIT OF THIS ACCOUNT Finland Markka			

(SEE REVERSE SIDE FOR LINE INSTRUCTIONS)

1. Check-book balance at close of previous period 9,909,000.00
2. Deposits to official credit:



MONTH END CLOSEOUT

Finalize DD Form 2657

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

☐ Last Business Day of Accounting Period
☐ Last DD2657 for Incumbent D0

Refresh Generate Vouchers Finalize

DAILY STATEMENT OF ACCOUNTABILITY

SECTION I - TRANSACTIONS AFFECTING ACCOUNTABILITY

a. LINE NO. b. DESCRIPTION c. AMOUNT d. DATE

1.0	ACCOUNTABILITY	8550	07/19/2010 A
2.1A	CHECKS ISSUED	2,219,400.00	2,218,300.00
2.1B	CHECKS ISSUED - ALL OTHERS		
2.3	OTHER TRANSACTIONS (do not report on SF 1219)		
2.37	TRANSFERS FROM OTHER D0s		
2.8	IPAC PAYMENTS AND COLLECTIONS		
2.9	TOTAL ACCOUNTABILITY INCREASES		
3.0	GROSS ACCOUNTABILITY	2,219,400.00	2,218,300.00
4.1A	GROSS DISBURSEMENTS		
4.1B	LESS - REFUNDS		
4.1C	NET DISBURSEMENTS		
4.1D	LESS - RECEIPTS		1,100.00
4.1E	LESS - REIMBURSEMENTS		

Ensure the block is checked for the the last business day of the accounting period or a new DDO is taking over

Click the Finalize button.





MONTH END CLOSEOUT

Level 8 Report (2 of 2)

Level 8 Reporting SF1179

*Ending Date: 10/01/2009 *Beginning Batch: 001 **Create File**

Site	Check Number	Check Date	DOV/Purpose	Name	Amount
1	00001002	10/01/2009	CHECK/EFT FOR CAS	326TH FMC - CASH MANAGEMEN	10000000.00

Select A Directory

Select Location for Level 8 file, 8550DOIM.dat batch 002.

- Local Disk (C:)
 - 0dc9cfd6946e6f5f088d2d3bb35f
 - 46
 - BatchFiles
 - CAPS
 - CLIPFILE
 - DATA_IN
 - DdsOraDb
 - DdsOraNt
 - DISB
 - Documents and Settings
 - Drivers
 - e38h6686041d97e6f703e9e3

OK Cancel

10/01/2009 16:38:03

File Name T8910002.lv1

LEVEL 8 REPORT
PROCESS MONTH 102009
Batch Number 2

Check Number	Date	DOV/ Purpose	Name	Amount
1003	10/01/2009	CHECK/EFT FOR CASH	326TH FMC - CASH MANAGEMENT	1,000,000.00

Forms

Information: File has been saved successfully to folder C:\Documents and Settings\USAFINCOM\Desktop

OK



MONTH END CLOSEOUT

SF 1179 (Treasury Check Issue Summary)

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Level 8 Reporting SF1179

Process Month: 10 Process Year: 2009 Finalize

Batch Number	Begin Check	End Check	Begin Date	End Date	Total Amount
001	00001002	00001002	10/01/2009	10/01/2009	10,000,000.00
002	00001003	00001003	10/01/2009	10/01/2009	1,000,000.00

Page: 1



STANDARD FORM NO. 1179 (Rev 11/98)
DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE

NSN 7540-00-863-1396 1179

Page 1 of 2

MONTH END CHECK ISSUE SUMMARY

DISBURSING OFFICE NAME/MAILING ADDRESS
15TH FINANCIAL MANAGEMENT COMPANY
CAMP LIBERTY
IRAQ
APO AE 09165

D.O. NAME (TYPE)
ANTHONY COLE

CHECK SYMBOL

8550

D.O. SIGNATURE

MONTH AND YEAR FOR WHICH RENT

October 2009

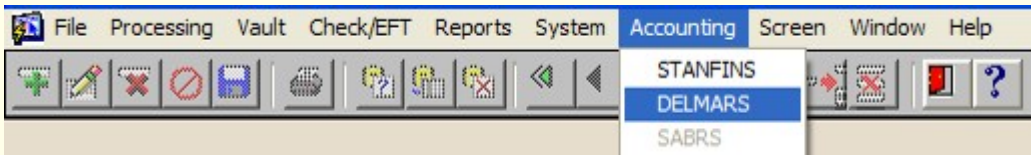
TELEPHONE NO. COMMERCIAL OR FTS

D.O. SYMBOL NO.	CHECK SYMBOL NO.	BEGINNING CHECK NO.	ENDING CHECK NO.	REPORTING METHOD	TOTAL DOLLAR AMOUNT OF ISSUES (FOR EACH TRANSMITTAL)
8550	8550	00001002	00001002	Connect:Direct DCRM	10,000.00



MONTH END CLOSEOUT

DELMARS Report (Debits And Deposits) (1 of 2)



Total 3 transaction(s) are available for Delmars reporting of DSSN 8550 * JULY /2009

Deposits

2 transaction(s) totaling \$820.00 found for deposits reporting.

Deposit Ticket Number	Deposit Date	Amount
00055835	07/15/2009	85.00
00004754	07/15/2009	735.00

Debits

1 transaction(s) totaling \$150.00 found for debits reporting.

Debit Voucher Number	Debit Voucher Date	Amount
00055835	07/14/2009	150.00

Warning

Generate DELMARS file now?

OK Cancel



MONTH END CLOSEOUT

DELMARS Report (Debits And Deposits) (2 of 2)

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

*Filename:

OK Cancel

Select A Directory

Select a Delmars Interface directory to download

- Desktop
- My Documents
- My Computer
- Local Disk (C:)
- Aug 06 2009 (
- Shared Docum
- USAFINCOM's
- My Network Places
- 4.0 Databases
- Databases
- Evolve
- FMC MESLS
- TC Folder

OK Cancel

Information

The file C:\Documents and Settings\USAFINCOM\Desktop\I0907001.dlm has been generated. Press OK to print the report.

OK

DELMARS INTERFACE FILE I0907001.dlm

CREATED JUL,2009 10/01/2009 04:10

DI	Deposit Number	Debit Voucher Number	Date	Amount	TCD	SCD	DSSNFDRI	RT
21	00055835		090715	0000000008500	420	2	85500AR	4
21	00004754		090715	0000000073500	420	2	85500AR	4
21		00055835	090714	0000000015000	420	3	85500AR	4



MONTH END CLOSEOUT

Finalize SF 1219 (1 of 2)

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

DD 1081 - Statement of Agent Officer's Account
Remote File Transfer
DD 2665 - Daily Agent Accountability Summary
DD 2657 - Daily Statement of Accountability
DD 2659 - Voucher Control Log
DD 2664 - Currency Exchange Record
SF 1219 - Statement of Accountability
DD 2663 - Foreign Currency Control Record

STATEMENT OF ACCOUNTABILITY Refresh Finalize

SECTION I SECTION II - PART A SECTION II - PART B

STATEMENT OF ACCOUNTABILITY

NAME OF DISBURSING OFFICER
ANTHONY COLE

LOCATION OF DISBURSING OFFICER (Mailing Address)
CAMP LIBERTY IRAQ
APO AE 09165

NAME OF AGENCY
15TH FINANCIAL MANAGEMENT COMPANY

PERIOD OF ACCOUNT
07/21/2009 THROUGH 10/02/2009

AGENCY LOCATION CODE (ALC) (Show main check symbol number)
8550

SECTION I - GENERAL STATEMENT OF ACCOUNT

PART A - TRANSACTIONS DURING PERIOD AFFECTING ACCOUNTABILITY

1.00	TOTAL ACCOUNTABILITY BEGINNING OF PERIOD	4,078,119.65
	INCREASES IN ACCOUNTABILITY	
2.1	CHECKS ISSUED ON U.S. TREASURY	11,000,000.00
2.3	OTHER TRANSACTIONS	
2.34	DISCREPANCIES IN DO ACCOUNTS - CREDITS	
2.36	PAYMENTS BY ANOTHER DO	
2.37	TRANSFERS FROM OTHER DISBURSING OFFICERS	



MONTH END CLOSEOUT

Finalize SF 1219 (2 of 2)

STANDARD FORM 1219 (EG)
Revised 4-82
Department of the Treasury
1 TFRM 2-3100

STATEMENT OF ACCOUNTABILITY

NAME OF DISBURSING OFFICER ANTHONY COLE	LOCATION OF DISBURSING OFFICER (Mailing address) CAMP LIBERTY IRAQ APO AE 09185
NAME OF AGENCY 15TH FINANCIAL MANAGEMENT COMPANY	
PERIOD OF ACCOUNT FROM: 07/21/2009 THROUGH: 10/02/2009	AGENCY LOCATION CODE (ALC) (Show main check symbol number) 8550

SECTION 1. - GENERAL STATEMENT OF ACCOUNT

PART A. - TRANSACTIONS DURING PERIOD AFFECTING ACCOUNTABILITY

1.00	TOTAL ACCOUNTABILITY BEGINNING OF PERIOD		\$	4,078,119.65
2.0	INCREASES IN ACCOUNTABILITY			
2.1	CHECKS ISSUED ON U.S. TREASURY	11,000,000.00		
2.3	OTHER TRANSACTIONS			
2.34	DISCREPANCIES IN D.O. ACCOUNTS - CREDITS			
2.36	PAYMENTS BY ANOTHER D.O.			
2.37	TRANSFERS FROM OTHER DISBURSING OFFICERS			
2.8	IPAC PAYMENTS AND COLLECTIONS			
2.9	TOTAL INCREASES IN ACCOUNTABILITY		\$	11,000,000.00
3.0	SUBTOTAL		\$	15,078,119.65
4.0	DECREASES IN ACCOUNTABILITY			
4.1	NET DISBURSEMENTS	30,725.00		
4.2	DEPOSITS PRESENTED OR MAILED TO BANK	670.00		
4.3	OTHER TRANSACTIONS			
4.34	DISCREPANCIES IN D.O. ACCOUNTS - DEBITS			
4.36	PAYMENTS FOR ANOTHER D.O.			
4.37	TRANSFERS TO OTHER DISBURSING OFFICERS			
4.39				
4.9	TOTAL DECREASES IN ACCOUNTABILITY		\$	31,395.00
5.00	TOTAL ACCOUNTABILITY CLOSE OF PERIOD		\$	15,046,724.65



MODULE 17 - PHYSICAL SECURITY





PHYSICAL SECURITY

Standard Form 700

- SF 700 must be placed inside the security container.
- An additional copy of the form with either the combination or an extra key will be placed in an envelope and forwarded to the BN/BDE S-2 or Provost Marshall/Mayors Cell for safekeeping. The envelope should be sealed, signed across the sealed opening, and clear tape placed over the signature to ensure that the envelope is not compromised.
- A memo should be generated to maintain on hand that identifies where the extra set of keys/combination is located. The memo will be located out of view of the public.

SECURITY CONTAINER INFORMATION		
INSTRUCTIONS 1. COMPLETE PART 1 AND PART 2A (ON END OF FLAP). 2. DETACH PART 1 AND ATTACH TO INSIDE OF CONTAINER. 3. MARK PARTS 2 AND 2A WITH THE HIGHEST CLASSIFICATION STORED IN THIS CONTAINER. 4. DETACH PART 2A AND INSERT IN ENVELOPE. 5. SEE PRIVACY ACT STATEMENT ON REVERS.	1. AREA OR POST (if required)	2. BUILDING (if required)
	3. ROOM NO.	
	4. ACTIVITY (DIVISION, BRANCH, SECTION OR OFFICE)	
	6. MFG & TYPE CONTAINER	7. MFG & TYPE LOCK
	8. DATE COMBINATION CHANGED	
9. NAME AND SIGNATURE OF PERSON MAKING CHANGE		
10. Immediately notify one of the following persons if this container is found open and unattended.		
EMPLOYEE NAME	HOME ADDRESS	HOME PHONE
1. ATTACH TO INSIDE OF CONTAINER		

700-101
NSA13540-01-214-5372

STANDARD FORM 700 (8-85)
Prescribed by GSA/ISOO
32 CFR 2003

WARNING
WHEN COMBINATION ON PART 2A IS ENCLOSED, THIS ENVELOPE MUST BE SAFEGUARDED IN ACCORDANCE WITH APPROPRIATE SECURITY REQUIREMENTS.

DETACH HERE

CONTAINER NUMBER

COMBINATION

turns to the (Right) (Left) stop at

turns to the (Right) (Left) stop at

turns to the (Right) (Left) stop at

turns to the (Right) (Left) stop at

WARNING

THIS COPY CONTAINS CLASSIFIED INFORMATION
WHEN COMBINATION IS ENTERED.
UNCLASSIFIED UPON CHANGE OF COMBINATION

2A INSERT IN ENVELOPE

SF700 (8-85)
Prescribed by
GSA/ISOO
32 CFR 2003



PHYSICAL SECURITY

Standard Form 701

ACTIVITY SECURITY CHECKLIST		DIVISION BRANCH/OFFICE										ROOM NUMBER		MONTH AND YEAR								
		Disbursing Agent, Camp Al Asad, Iraq										DA Office		Aug 2006								
Irregularities discovered will be promptly reported to the designated Security Office for corrective action		I have conducted a security inspection of this work area and checked all the items listed below.																				
TO (If Required)		FROM (If required)										THROUGH (If required)										
Finance Office Camp Arifjan, Kuwait		Finance Office Camp Al Asad, Iraq																				
	ITEM	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
1. Security containers have been locked and checked.																						
2. Desks, wastebaskets and other surfaces and receptacles are free of classified material.																						
3. Windows and doors have been locked (where appropriate).																						
4. Typewriter ribbons and ADP devices (e.g., disks, tapes) containing classified material have been removed and properly stored.																						
5. Security alarm(s) and equipment have been activated (where appropriate).																						
INITIAL FOR DAILY REPORT		WIV																				
TIME																						

- SF 701 should be placed on the inside side of the secured area's door.
- The form should be initialed on the appropriate day's block prior to leaving for the day.



Standard Form 702

[illegible]

- SF 702 should be placed on the outside side of the secured container's door.
- The form should be initialed each time the container is opened or closed.



MODULE 18 - SYSTEM REQUESTS





SYSTEM REQUESTS

DDS Corp2



- Used to retrieve updates to DDS
- DDO should place an export on the Corp2 monthly
- Used to fix issues with DDS by the DDS helpdesk program.
- A public key will have to be generated for and sent to the DDS help desk in order to gain access.
- Should be completed during the TOA.

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)		
PRIVACY ACT STATEMENT AUTHORITY: Executive Order 10450, 9397, and Public Law 96-474, the Computer Fraud and Abuse Act. PRINCIPAL PURPOSE: To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form. ROUTINE USES: None. DISCLOSURE: Disclosure of this information is voluntary, however, failure to provide the requested information may impede, delay or prevent further processing of this request.		
TYPE OF REQUEST <input type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DEACTIVATE <input type="checkbox"/> USER ID		DATE (YYYYMMDD)
SYSTEM NAME (Platform or Applications)		LOCATION (Physical Location of System)
PART I (To be completed by Requestor)		
1. NAME (Last, First, Middle Initial)	2. ORGANIZATION	
3. OFFICE SYMBOL/DEPARTMENT	4. PHONE (DSN or Commercial)	
5. OFFICIAL E-MAIL ADDRESS	6. JOB TITLE AND GRADE/RANK	
7. OFFICIAL MAILING ADDRESS	8. CITIZENSHIP <input type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> OTHER	
		9. DESIGNATION OF PERSON <input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR
10. IS TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.) <input type="checkbox"/> I have completed Annual Information Awareness Training. DATE (YYYYMMDD)		
11. USER SIGNATURE	12. DATE (YYYYMMDD)	
PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)		
13. JUSTIFICATION FOR ACCESS		
14. TYPE OF ACCESS REQUIRED: <input type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED		
15. USER REQUIRES ACCESS TO: <input type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify category) <input type="checkbox"/> OTHER		
16. VERIFICATION OF NEED TO KNOW I certify that this user requires access as requested. <input type="checkbox"/>		16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.)
17. SUPERVISOR'S NAME (Print Name)	18. SUPERVISOR'S SIGNATURE	19. DATE (YYYYMMDD)
20. SUPERVISOR'S ORGANIZATION/DEPARTMENT	20a. SUPERVISOR'S E-MAIL ADDRESS	20b. PHONE NUMBER
21. SIGNATURE OF INFORMATION OWNER/OPR	21a. PHONE NUMBER	21b. DATE (YYYYMMDD)
22. SIGNATURE OF IAO OR APPOINTEE	23. ORGANIZATION/DEPARTMENT	24. PHONE NUMBER
		25. DATE (YYYYMMDD)

DD FORM 2875, AUG 2009

PREVIOUS EDITION IS OBSOLETE.

Adobe Professional 5.0

26. NAME (Last, First, Middle Initial)		
27. OPTIONAL INFORMATION (Additional Information)		
PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE		
28. TYPE OF INVESTIGATION	28a. DATE OF INVESTIGATION	
28b. CLEARANCE LEVEL	28c. IT LEVEL DESIGNATION <input type="checkbox"/> LEVEL 1 <input type="checkbox"/> LEVEL 2	
29. VERIFIED BY (Print name)	30. SECURITY MANAGER TELEPHONE NUMBER	31. SECURITY MANAGER SIGNATURE
PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION		
FILE	SYSTEM	ACCOUNT CODE
	DOMAIN	
	SERVER	
	APPLICATION	
	DIRECTORIES	
	FILES	
	DATABASES	
DATE PROCESSED (YYYYMMDD)	PROCESSED BY (Print name and sign)	DATE (YYYYMMDD)
DATE REVALIDATED (YYYYMMDD)	REVALIDATED BY (Print name and sign)	DATE (YYYYMMDD)

DD FORM 2875 (BACK), AUG 2009

Reset



SYSTEM REQUESTS

ITS.gov Access Request (1 of 3)

ITS.gov Organization Enrollment and User ID Request Form for Federal Agencies

Section I - Organization Information

Date: _____ Action: ☐ NEW ☐ CHANGE Agency Location Codes (ALCs): _____

Federal Agency Name: _____

Mailing Address: _____

City, State, Zip, Country: _____

Contacts:

Primary Contact Name: _____

Phone: _____ Fax: _____

E-Mail Address: _____

Verification Levels:

One [] - This requires two users to complete a payment. One user to data enter the payment, followed by one user to verify the payment to FMS.

Two [] - This requires three users to complete a payment. One user to data enter the payment, followed by one user to verify the data entry information the payment to FMS.

Payment Types (Please check all that apply):

- ☐ Benefit
- ☐ Vendor
- ☐ Salary
- ☐ Miscellaneous

* Note: All III Sections of the Enrollment Form MUST be completed to process your request.

FRB-NY USE ONLY - ABA: _____

Form Date: 03_13_07

FRB-NY - Agency

1

- Requests are completed only for those deemed to have a need to access ITS.gov.
- All 3 pages must be completed and forwarded to the Disbursing Officer (DO) for approval.
- The DO approves and then forwards the request to the theater POC.
- The theater POC reviews and forwards to FRB-NY.
- FRB-NY will process the request and send a confirmation back to the theater POC.
- Once the theater POC confirms the access, FRB-NY will forward the access request to the individual.



SYSTEM REQUESTS

ITS.gov Access Request (2 of 3)

ITS.gov Organization Enrollment and User ID Request Form for Federal Agencies

Section II - Individual User Information

Date _____ Action: ☐ NEW ☐ CHANGE Agency Location Codes (AL Cs): _____

NAME Include First Name, Middle Initial, and Last Name. Each individual MUST sign in the appropriate space on the user responsibility statement.	TELEPHONE NUMBER	E-MAIL	USER ROLES *						Approver <i>Allows to approve Payments</i>
			* Select one (1) user role for each individual						
			Payor <i>(Allows to Create & Verify Payments)</i>	Releaser Only <i>(Allows to Release Payments)</i>	Releaser <i>(Allows to Create, Verify & Release Payments)</i>	Payment Inquiry <i>(View Only access)</i>	Payment Creator <i>(Allows to Create Payments)</i>	Template Only <i>(Allows to Manage Template)</i>	
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete									
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete			↑	↑	↑	↑	↑	↑	
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete									

+ **Current Users Only:** Indicate the existing individual's login ID in this column for any changes to a user's functions or access.

Section III - Authorizing Official's Signature

Signature _____			Title _____		
Name _____			Phone Number _____		Date _____



SYSTEM REQUESTS



ITS.gov Access Request (3 of 3)

INTERNATIONAL TREASURY SERVICES (ITS).gov USER RESPONSIBILITY STATEMENT and RULES OF BEHAVIOR

ITS.gov users are entrusted with Financial Management Service (FMS) information technology resources (IT). Please print, review, and sign the following FMS User Responsibility Statement and Rules of Behavior. Convert the signed document to a PDF format document and send via email attachment to NYITS.ADMINISTRATOR@FRBNY.ORG. If the signed document cannot be scanned, send via fax to the Federal Reserve Bank of New York (FRBNY) at fax number (201) 531-3607.

LOGON ID AND PASSWORD:

The Federal Reserve Bank (FRB) of New York will e-mail the individual logon ID and mail the temporary password. The password, which is under your sole control, provides protection for you and us. The pattern of your logon ID may be known by others and the logon ID is displayed on the screen when entered, but your password is not displayed and not known by anyone other than you. **After initial logon, all ITS.gov users must access the system at least every 90 days to remain active.** If your account is inactivated because it has not been used new paperwork must be submitted to the Federal Reserve Bank of New York to reissue your ID. If at any time during the log-on process the individual's logon ID or password should become suspended please contact the FRBNY Customer Support Hotline at (201) 531-3777.

USER RESPONSIBILITIES:

Once assigned a logon ID and temporary password from the Federal Reserve Bank of New York, you agree to be responsible for the consequences that result from the disclosure or use of your password. To avoid compromising your password, you agree that you will:

- **not** make your password known to anyone or put it in written form unsecured.
- **prevent** others from watching you enter your password and guessing your password (for example, you should not use names of persons, places, or things that are identified with you).
- **password MUST** be at least 8 characters, contact the Federal Reserve Bank of New York for the proper format.
- **log off** the system whenever you leave your computer unattended.

Your password expires after 90 calendar days, or immediately if a password is suspended, lost or compromised. We encourage all users to change their passwords timely. In addition, you must report unauthorized use and if you feel that someone may know your password, you should contact the FRBNY Customer Support Hotline at (201) 531-3777 to have your password changed immediately.

RULES OF BEHAVIOR:

The following Rules of Behavior are the minimum rules for external users who are requesting a user account for ITS.gov:

1. You must conduct only authorized business on the system.
2. Your level of access to the FMS system, ITS.gov, is limited to ensure your access is no more than necessary to perform your legitimate tasks or assigned duties. If you believe you are being granted access that you should not have, you must immediately notify the ITS.gov Help Desk at FRBNY at (201) 531-3777.
3. You must maintain the confidentiality of your authentication credentials such as your password. Do not reveal your authentication credentials to anyone; you should never be asked to reveal your credentials.
4. Do not share passwords with anyone else or use another person's password.
5. You must follow proper logon/logoff procedures. You must manually logon to your session; do not store your password locally on your system or utilize any automated logon capabilities. You must promptly logoff when session access is no longer needed. If a logoff function is unavailable, you must close your browser. Never leave your computer unattended while logged into the system.
6. You must report all security incidents or suspected incidents (e.g., lost passwords, improper or suspicious acts) related to the FMS system to the ITS.gov Help Desk at (201) 531-3777.
7. You must not attempt to circumvent any ITS.gov security control mechanisms.
8. You must not establish any unauthorized interfaces between FMS applications and other non-FMS systems.
9. Users must utilize anti-virus protection mechanisms on any systems connecting to the FMS ITS.gov application.
10. Your access to the FMS system is governed by, and subject to, Federal law, including, but not limited to, the Privacy Act, 5 U.S.C. 552a, if the applicable FMS system maintains individual Privacy Act information. Your access to the FMS system constitutes your consent to the retrieval and disclosure of the information within the scope of your authorized access, subject to the Privacy Act, and applicable Federal laws.
11. You must safeguard system resources against waste, loss, abuse, unauthorized use or disclosure, and misappropriation.
12. You must not process classified national security information on the system.
13. You must not browse, search or reveal FMS system information except in accordance with that which is required to perform your legitimate tasks or assigned duties. You must not retrieve information, or in any other way disclose information, for someone who does not have authority to access that information.
14. By your signature acknowledging acceptance you must agree to these rules.
15. You should contact your FMS Information System Security Officer or the ITS.gov Help Desk at FRBNY at (201) 531-3777 if you do not understand any of these rules.

ACCEPTANCE

I have read the above Rules of Behavior for External Users of the Financial Management Service (FMS) System, ITS.gov. By my signature below, I acknowledge and agree that my access to this FMS system is covered by, and subject to, such Rules. Further, I acknowledge and accept that any violation by me of these Rules may subject me to civil and/or criminal action. The FMS retains the right, at its sole

User's Legal Name: _____ (printed)

User's Signature: _____ Date: _____



SYSTEM REQUESTS

Collections Information Repository (CIR)

CIR **Collections Information Repository**
(Formerly the Transaction Reporting System)

[LOGIN](#) [Help](#)

The application link : <https://www.trs.fms.treas.gov>

WARNING! You have accessed an official government owned or operated computer system. This system may be used by authorized users for authorized purposes only. Any unauthorized use or modification of any of the information stored on this system is a violation of federal law and may subject you to civil or criminal penalties or loss of access. Any attempt to upload unauthorized or restricted data may also result in civil criminal penalties or loss of access. The government may monitor and audit the usage of this system and all persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing. If you are not an authorized user, you are required to exit now.

User ID :

Password :

[Login](#)

[Contact Us](#) | [Collections Information Repository](#)



SYSTEM REQUESTS

OTCnet

fms

Enterprise Single Sign On

Log In To: <https://www.otcnet.fms.treas.gov/index.html>

[Forgot your Password?](#) [Forgot your User Id?](#) [Register](#) [?](#)

- **Request will be made through the theater POC at the FMSC.**

- <https://www.OTCnet.fms.treas.gov>

Select an authentication method and enter your credentials

Log In using your FMS:

SSO User ID and Password ▶

[SecurID Token](#)

[PKI Certificate](#)

To log in please enter your FMS Single Sign On User ID and Password.

User ID:

Password:

[Forgot your User Id?](#)

[Forgot your Password?](#)

WARNING
WARNING
WARNING

You have accessed a United States Government computer. Unauthorized use of this computer is a violation of federal law and may subject you to civil and criminal penalties. This computer and the automated systems, which run on it, are monitored. Individuals are not guaranteed privacy while using government computers and should, therefore, not expect it. Communications made using this system may be disclosed as allowed by federal law.

NOTE

This system may contain Sensitive But Unclassified (SBU) data that requires specific data privacy handling requirements as dictated by law, mandate or government agency.

[Accessibility](#) | [Contacts](#) | [Privacy Policy](#)

U. S. Department of the Treasury - Financial Management Service



SYSTEM REQUESTS

Payment Information Repository (PIR)

fms

Enterprise Single Sign On

Log In To: <https://pir.fms.treas.gov/pir-web>

- Request will be made through the theater POC at the FMSC.

<https://pir.fms.treas.gov/pir-web>

Select an authentication method and enter your credentials

Log In using your FMS:

SSO User ID and Password

SecurID Token

PKI Certificate

To log in using your FMS Single Sign On User ID and Password, please enter your User ID and Password.

User ID:

Password:

Log In

Reset

[Forgot your User Id?](#)

[Forgot your Password?](#)

WARNING
WARNING
WARNING

You have accessed a United States Government computer. Unauthorized use of this computer is a violation of federal law and may subject you to civil and criminal penalties. This computer and the automated systems, which run on it, are monitored. Individuals are not guaranteed privacy while using government computers and should, therefore, not expect it. Communications made using this system may be disclosed as allowed by federal law.

[Accessibility](#) | [Contacts](#) | [Privacy Policy](#)

U. S. Department of the Treasury - Financial Management Service



MODULE 19 - SPILLAGE PREVENTION



HQ Locations.....

INFORMANTS

ALA UH AKHBAR
SALIM MULAG TAKAR
ALI BABA SIMKAL
MUHAMMED AL TUPAR

SPECIFIC
SPECIFIC
SPECIFIC
SPECIFIC

Purchase Specifications
and Vulnerabilities...

Human Intelligence
Sources and locations.....

Pictures and maps of locations...



99% of the time the documentation
will not be stamped with **SECRET** or
TOP SECRET



SPILLAGE PREVENTION

Available network platforms

- **SIPRNet** (Secure Internet Protocol Router Network)- The SIPRNET is a system of interconnected computer networks used by the United States Department of Defense to transmit classified information (up to and including information classified SECRET by packet switching over the TCP/IP protocols in a 'completely secure' environment.
 - ✓ Scan Classified (Secret or below) documentation to this system only
- **NIPRNet** (Non-Secure Internet Protocol Router Network)- The Non-secure Internet Protocol Router Network (abbreviated as "NIPRNet," but commonly written "NIPRNET") is used to exchange sensitive but Unclassified information between "internal" users as well as providing users access to the Internet.



SPILLAGE PREVENTION

Scope and Responsibilities

- The Disbursing office must ensure that documentation received in their office does not qualify as “Classified” in accordance with the “DFAS Secret/Top Secret Documentation Classification Matrix”, Local FMSC Policy, and Theater (Combatant Command) Policy
- Disbursing personnel are the front line of defense to make sure sensitive information is not “Spilled” by becoming available to personnel lacking the proper clearance or that they are scanned into an Unclassified electronic platform (NIPR). Classified Spillages can be devastating to our mission in theater, may cause harm to Soldiers, local nationals and will cause you and your team their security clearances by means of UCMJ action and relief.
- Unnecessary documentation must be returned to the originating activity in order to be properly handled and forwarded through the appropriate channels. Do not take it in and process it unless it is completely necessary for payment.



SPILLAGE PREVENTION

Example DFAS Secret/Top Secret Classification Matrix

INFORMATION ON VOUCHER REVEALING:	CLASS.	REMARKS
Physical Security Vulnerabilities and vulnerability to terrorist attacks	SECRET	Building specs to include "vulnerability" wording
Future detailed travel itinerary of USCENTCOM Commander	SECRET	Dates of future TDY for General or equivalent SES
Future detailed travel itinerary of General/Flag Officers and civilian equivalent	Classified	Dates of future TDY
Limitations and vulnerabilities of U.S. Forces in the combat area	SECRET	Vehicles which need more armor, specific details about vulnerabilities
Participating units, including types, vulnerabilities, locations, quantities, readiness status, deployments, redeployments, and details of movement of U.S. friendly forces	SECRET	Same vulnerabilities: specifics relating number of weapons, food service identified location
Essential elements of friendly information (EEFI)	SECRET	Radio signals, where uniforms are produced from, type and amount, hours of work
Deployment/Redeployment of units	Classified	Manifest: Future
Force Protection/Threat analysis specifics	SECRET	Vulnerability assessments
Identification of forward Headquarters (Maps, Grid coordinates)	SECRET	If specific locations are mentioned, the use of maps and pinpointing
Information concerning CI/HUMINT and other sensitive intelligence sources and methods. This includes Small Reward Program and payments for information. Any name, sources, locations, or lists of recovered weapons or ammunition. Any name other than "Anonymous" or "Classified", no other pseudonyms permitted.	SECRET	Sources are identified, listing of names, informants, payments for information
Intelligence information obtained from CI/HUMINT without a name or a source	Confidential	No sources or names are identified, subject is addressed
Any discussion of specific threat levels or counter measures	SECRET	
Specific boundaries of bases or combat positions	SECRET	
Rules of Engagement for U.S. Forces	SECRET	
U.S. issued badges for base access	SECRET	Copies of originals
Specific informant names	SECRET	Informant notes
Naming a payee of rewards/ payee signature	SECRET	Any person who received a reward for information regarding intelligence involving persons, weapons, or sensitive information
Payments under the rewards program, solatium payments, weapons-for-cash payments, and condolence payments	SECRET	Rewards, no JAG, open allotment



MODULE 20 - POINTS OF CONTACT





CONTACT INFORMATION

- **DDS Help Desk Information**
DDS helpdesk mission is to support the deployed environment by providing assistance for DDS related issues.
- If the DA encounters a problem the DDO should always be contacted first. If the DDO is unable to assist, they will direct the DA to call the DDS helpdesk.

☒ Phone Number:

☒ Commercial: (317) 212-1490

☒ DSN: (318) 699-1490

☒ Blackberry: (317) 209-6328



☒ *Email address:

dfas.dscc.zte.mbx.dds-helpdesk@mail.mil



CONTACT INFORMATION



OTCnet Treasury Support Center:

- Comm: 1-866-945-7920 Calling From DSN: (First Dial 809-463-3376)
- DSN: 510-428-6824
- OTCnet Mailbox: FMS.OTCChannel@citi.com
- OTCnet Website: <http://www.otcnet.fms.treas.gov>

Policy and Hardware Requests

- Mr. Russ Hacecky
 - russell.t.hacecky.civ@mail.mil
 - DSN: 699-3640
 - Commercial (317) 212-3640





CONTACT INFORMATION



■ ECC Customer Service Center

- Hours of Operation

- 0100 - 1900 hours ET Monday - Friday (excluding Federal Holidays)

- DSN: (312) 955-3555

- US Toll Free: 1-877-973-8982

- Fax: (617) 973-3898

- Latest SOP, Quick Reference Guides, Bulletins, and Newsletters, etc.) <https://www.us.army.mil/suite/page/387344>

■ USAFMCOM Point of Contact

Mr. Charles (Tony) Taylor

charles.a.taylor40.civ@mail.mil

- DSN: 699-5378





CONTACT INFORMATION

USAFMCOM OST Website Information

<http://asafm.army.mil/offices/FO/OpSupport.aspx?OfficeCode=15>

**Army Financial Management**
Assistant Secretary of the Army for Financial Management & Comptroller



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OASA (FM&C) | Army Budget (BU) | Cost & Economics (C&E) | Financial Information Management (FIM) | Financial Operations (FO) | Army Comptroller Propensity (PO)

Organizations

- OASA (FM&C)
- Army Budget (BU)
- Cost & Economics (C&E)
- Financial Information Mgmt (FIM)
- Financial Operations (FO)
- Army Comptroller Propensity (PO)

Financial Operations (FO)

- Organizational Structure
- Financial Organizations Links
- Financial Rates and Allowances
- Accountability and Audit Readiness
- Antideficiency Act
- Defense Travel System-Army
- Internal Control
- Internal Review
- Joint Recon Program
- Travel Charge Card
- US Army Financial Mgt Command
- General Information
- Documents & Related Links

Operational Support Team

+ Welcome to the ...

+ Our Mission Statement

Documents & Links

	Date
Operational Support Team	
Operational Support Team page	
Functional Areas	
Pay Support	
Defense MilPay Joint Military Pay System (DJMS)	
DJMS (AC)	01/10/2013
MMPA (RC)	01/10/2013
Research Entitlements (AC)	01/10/2013
Research Entitlements (RC)	01/10/2013
Reports	
Case Management System (CMS)	
CMS Search Case	01/10/2013
CMS Input Case	01/10/2013
CMS Update Case	01/10/2013
Defense Military Office (DMO) Software	
Casual Payments	01/10/2013
Travel	
Debt Management	
Entitlements	
Cost of Living Allowance (COLA)	01/10/2013
Bonus	01/10/2013
Deployment Entitlements	
Deployment Entitlements	01/10/2013

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Questions??

